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ABSTRACT

This report contains proposals for new admissions procedures and policies at institutions of higher education in Hawaii. The main proposal is concerned with setting up a statewide computer-assisted open admissions information and processing system that would relieve the individual institutions of a considerable amount of needless responsibility. A second proposal is for a common multiple preference application form for all institutions in the system. Presently, a person applying to 3 institutions within the system must fill out 3 separate application forms. The third proposal is for an admissions counseling and information system to aid self-selection by students. This system would provide information concerning an institution's programs, student body size, and campus openings. Suggestions for implementation of these proposals and indication of further work needed are contained in several appendices. (HS)

ED057741

PUBLIC HIGHER EDUCATION IN HAWAII: HOW TO ENROLL

Proposals for

- A State-wide Computer-Assisted Open Admissions Information and Processing System
- A Common Multiple Preference Application or Data Collection Form for All Units
- Admissions Counseling and Information for Self-Selection by Students
- Related Ideas

HE002 726

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October, 1971

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Table of Contents

PAGE

Introductory Notes 1

A BRIEF DESCRIPTION OF THE PRESENT SYSTEM 5A

The Proposed State of Hawaii University Admissions System: Goals, Premises, Promises 6

A Three-Stage Program 9

Components of Each Stage

An Outline of the System in Operation 15

The Kinds of Information to Assist Self-selection 17

The Sources of Information for Self-selection, Including the Curriculum - Campus Choice Code System 19

The Source Documents, Including the Application or Data Collection Form 21

The Campus Unit and the Admissions Processing Center 28

Data to be Entered into the Computer File 34

The Admissions Schedule 34

The Campus Unit Decides 36

Admissions Criteria 40

Registration and Orientation 41

Appendix I: The Confidential Personality Record; Selected Supplementary Questions for use in Admissions Selection or College Advising 44

Appendix II: Input/Output Flow Charts 46

Appendix III: The Admissions File: Field Names and Elements 48

Appendix IV: The Curriculum - Campus Code Chart 55

Appendix V.: Input/Output Format: Update Card; Notification of Change Form 59

Appendix VI: Computer Output, Including Report Formats 62

Appendix VII: The Brochure, "Public Higher Education in Hawaii: How To Enroll." Suggestions for the Brochure; A Draft of the Section Pertaining to the Application 82

PAGE

Appendix VIII: A Note About Income; Estimate of Costs, New Items and What They Replace 98

Appendix IX: What Remains to be Done, By Whom, and When Needed 101

Appendix X: Bibliography 103

Introductory Notes

It has been my pleasure to develop this report with the assistance of a committee appointed by President Harlan Cleveland, chaired by Douglas Price, and composed of Raleigh Awaya, Management Systems Office; Donald Fukuda, Director of Admissions and Records; Harold Hayashi, Registrar, Leeward Community College; Harold Iwashita, Hilo College; David Lundsgaard, High School Relations; and Richard Rapson, Professor and Director of New College. The committee was charged with the task of determining "just how a University Admissions System ought to work." As the committee's consultant, it has been my responsibility (1) to develop an admissions application (a common data collection form) to be used by all units of the University System, and (2) to create and draft plans for a State-wide admissions information and processing system. Task number three has been to offer suggestions about how the admissions system might influence the "dispersion"* of college students from one area to another in Hawaii.

During the first week of my four-week assignment, Doug Price and I divided responsibilities. He agreed to write the admissions brochure, "Public Higher Education in Hawaii: How to Enroll," that I proposed. I agreed to develop the common application form and the conceptual framework and components of a State-wide admissions system. This latter task involved specifying every step in the proposed system so that computer analysts and programmers can design the new system, connect it to the other parts of the existing student information system, and write the programs necessary to generate reports and monitor admissions activity in all units.

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* Described in "Prospectus for the Seventies."

Last July I visited the University, analyzed the admissions operation and objectives, and proposed verbally many of the ideas that are developed in this paper. From the beginning, I have believed that this computer-assisted admissions system should be a locally inspired program designed to meet the needs of the people who will use it. Therefore, I took the goals and thoughts expressed by the Regents, President Cleveland, and others, mixed them in my own way, and added my experience, ideas, and imagination to produce a report to share with my committee and other groups and individuals.

This report has evolved by drafts: each one has had wide review and, I think, progressively wider acceptance. Perhaps this acceptance is a function of the basic nature of the proposals: They fulfill the goals of the system and, although they have unique features, they neither depart radically from accepted theory and practice nor require large amounts of money* or manpower to accomplish. In fact, I propose a way to increase income from applications. I have studied the current admissions resources and I have proposed additions, deletions, and changes to them in order to establish the first stage of a three-stage program that from the beginning will satisfy the university system's requirements.

One month was not enough time to develop a new admissions system. With more time, I would design the system to incorporate and generate more information about students and their goals. With additional time, I would develop more fully the components of Stage III. These steps can be added later after people have had experience with Stage I and after they know their specific needs even better than now.

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* See Appendix VIII, "A Note about Income; Estimates of Costs, New Items and What They Replace."

This system is not as complex as those developed by the University of Cincinnati, Brigham Young University, or the College Entrance Examination Board. Those are quite complicated and include elements that you do not seem to require.* Although these programs involve some of the features I suggest that the State of Hawaii University System adopt in Stage III, most of this last stage is new.

One component that is not included in most other systems and that I recommend you add to this one at a later date involves the centralized public school system in Hawaii and the single University complex. This combination makes it possible for the State to develop a central bank of student records. From this bank the system office could process high school transcripts and transfer the information from school to school, or computer to computer, without the use of documents or the postal system. The City University of New York does this; it produces the transcripts for New York City high schools and transfers the information to the University's Admissions file at the proper time. This feature simplifies for students and secondary school officials the process of applying to the University. The next step would be to eliminate the application form by having Department of Education high school counselors or students enter requests for admission directly to a central system office or a centrally located computer. This request could initiate the transfer of all available information from the computer to the proper campus. If the computer found that secondary school records were missing or that the chosen major required supplementary information, a special request could be mailed to the applicant.

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* See Appendix X. "Bibliography," for references to other systems.

I have talked about my project with many groups and individuals. Some of these groups include President Cleveland's central staff, the Inter-Campus Council, the Leeward Faculty Senate, the Community College Provosts, the Community College Faculty Senate chairmen, the Manoa Chancellor's Committee, the Manoa Committee of Academic Deans, the Educational Policy and Planning Committee of the College of Arts and Sciences, and the President's Committee on Coordinated Admissions. Some of the individuals, in addition to those on my committee, with whom I have discussed these proposals are Stuart Brown, Dave Contois, Si Ellingson, Lynn Fukuda, Wytze Gorter, Ralph Hahn, Dewey Kim, Mildred Kosaki, Ken Kunisaki, and Mah Gin Lee. Also, Al Levy, Brett Melendy, Paul Miwa, Charles Nakamura, Charles Neff, Ralph Ohara, Bill Parsons, Leonard Tuthill, and Margaret Ushijima. There are many others with whom I have talked and worked;* I do not mean to diminish their contributions by not mentioning them.

During many of these talks I was struck by the confusion that existed about the purposes of and the relationships between coordinated admissions, my proposed information system, "quota-setting," and "growth with dispersion." These topics have become one in the minds of many who envision a central computer czar who will allocate students to campuses. After I clarified my ideas,

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* Invaluable assistance was provided by Jean Takamura, Gail O'Kawa, Mary Kam, and Lois Ikagami.

I found enthusiastic supporters who agreed with my purposes and my methods. However, there still exists considerable concern about both President Cleveland's and Doug Price's statements about admissions. In each instance, I suggested that the Provosts and Vice Presidents or Chancellors of the different faculties convene their Senates and discuss these issues. I think it is important for these groups to understand current policies, to know what questions are being considered, and to know what their role will be in the final establishment of policies.

All of the current admissions forms should be reviewed. I have not had the time to review and recommend changes for all of them. However, with the concurrence of those who will use them, I have changed some.

This paper is a set of proposals for President Cleveland, Vice President Brown, and members of their staffs. It is not a promise to the admissions officers of the State. However, it is more than the conceptual framework of a program because it also serves as a guide to its own implementation. These ideas can become reality with the proper support and leadership: support from the University's executives and leadership from a knowledgeable and enthusiastic administrator who has proven his ability to show, inspire, and follow through.

The various components of the system have been designed.* The application form is ready for the printer; the specifications AND REQUIREMENTS OF THE COMPUTER system have been given to the Management Systems Office. Someone with the interest and the knowledge must see to the establishment of a small admissions processing center and the functioning of the coordinated state-wide admissions information system.

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* See Appendix IX, "What Remains to be Done, By Whom; and When Needed.

A Brief Description of the Present System

At present, the two four-year colleges and the six community colleges that compose public higher education in Hawaii use four different application forms. U.S. and foreign applicants to the College at Hilo and the units at Manoa use one of three six-page forms, one for U.S. applicants to Hilo, one for U.S. applicants to Manoa, and one for foreign student applicants. Community college applicants use a different multi-part form.

All applicants follow the same basic procedures: complete one application for each campus to which they plan to apply; send the application directly to the appropriate campus or secondary school(s). The latter do their part and then send the forms to the proper campus.

After the campuses have chosen the candidates to whom they will offer admission, the admissions officers send one copy of the data collection page of the application form either to the Community College System Office or the Manoa Management Systems office. The community colleges send this data for all applicants; the four-year colleges send data only for those offered admission. Therefore, this is more of a registration system than an admissions system. It produces a few statistical summaries about enrollments in the system, but it neither assists decision-making during the admissions season nor helps manage the large amount of data collected in the admissions offices. The reports do not assist students and secondary schools.

In the present system, admissions officers are occupied primarily by processing and selection work; little admissions counseling of students takes place.

Some coordination of deadlines, guidelines, and secondary school visiting occurs, but this is the result of good will more than the product of a clearly defined mission and organization.

The Proposed State of Hawaii University Admissions System: Goals, Premises, and Promises.

The ideal admissions system should permit humane and swift matching of student aspirations with University resources. To accomplish this, the system must provide for the effective management of the information needed for counseling and admissions processing. Admissions officers and counselors should be free from record keeping so that they may have more time to advise students.

The development of this system will require the commitment of time and manpower. I believe that this commitment is promised in the statements about open admissions, equal opportunity, controlled growth, and dispersion found in "Prospectus for the Seventies," "Controlled Growth For the University of Hawaii" and "Community Colleges."

- The system should facilitate the matching of student aspirations with the on and off-campus resources of the various University units.
- This should be a system of accommodation, not one of selection.
- The system should be humane and easy to follow:
  - It should not depend on or operate by the secondary school schedule; it should recognize that many students do not maintain close connections to their high schools.
- There should be no confusing instructions or relationships: only when a student has not been admitted to a program will he write to or call the central Admissions Processing Center. Otherwise, he will communicate with a campus unit or with his secondary school, not with a "downtown Honolulu address."

- The system must be swift: it must process applications quickly for the benefit of students and campus units. There should not be a long delay between the date of the initial filing of an application and the final admissions decision, even if a student receives his third or fourth choice.
- The system must be informative: timely data must be available for counseling students about campus openings, for public knowledge, and for research. Students should always know their status.
- The system should influence where students apply by providing sufficient information to permit the intelligent self-selection of programs by voluntary students.
  - Success in this endeavor should reduce the volume of applications to some campus units and would make unnecessary any thought of a mechanical pre-screening and assigning operation.
- If current unique programs can admit all who apply, then some applicants will be admitted to their first choice campuses. We must educate other applicants and their parents and counselors to look at campuses other than Manoa. Dispersion can take place whenever a student's curriculum choice exists on more than one campus.
- The Admissions Processing Center is to collect information from and coordinate the processing of admissions applications to all eight units of the University system: the six community colleges, the University at Manoa, and the College at Hilo. This Center, staffed by an administrator and two or three clerks, will work with the Office of the Vice President for Academic

Affairs, the Management System Office, and the campus units.

  - The APC will require the services of the Management Systems Office, which will develop the computer software, programs, etc, that APC will use to build, maintain, and access its files.

- This should be a quick and efficient system that uses only one application for up to four choices per student. This will save students the time, anxiety, and money involved in submitting several applications to the State system. At present, students must pay a dollar or more for each secondary school transcript sent out after the first two. Also, the proposed system will reduce the number of records processed in high school counseling and college admissions offices.
  - This system should release admissions officers from time-consuming clerical chores so that they may devote more time to counseling and research.
  - This system should make it easier to manage data in order to assist local and system-wide decision making.
  - The system should facilitate local or campus decision-making, not replace it.
  - This system should make it possible to reduce the clerical effort required to assemble and transmit admissions data. This should reduce the duplication of effort and the associated administrative costs of the admissions operation.

A Three-Stage Program

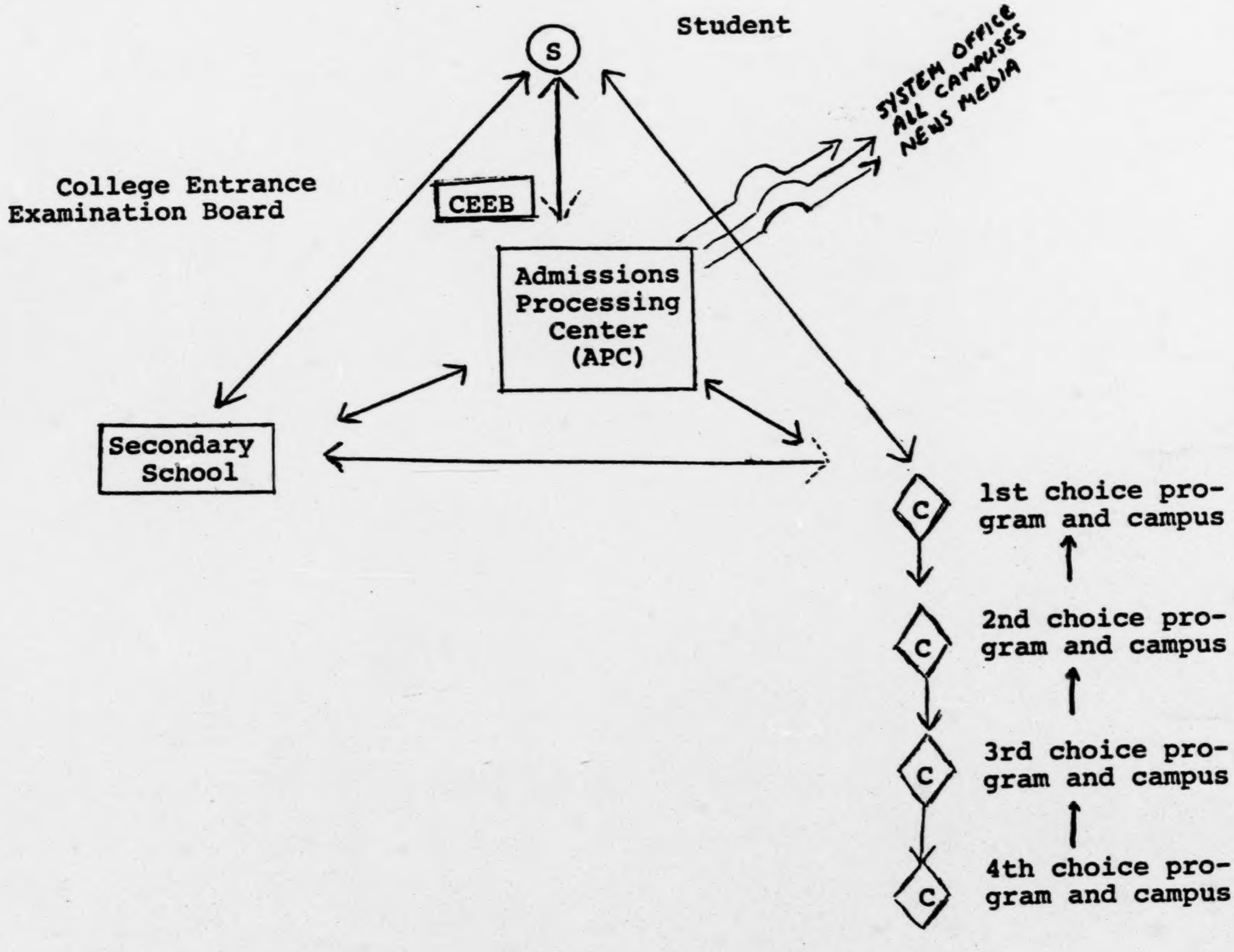
The ideal state-wide university admissions information and processing system will provide direct and immediate access to its computer files. Each decision-making unit will have a computer terminal, a special typewriter or a video display unit (TV screen with a keyboard), which will permit direct entry to the information files maintained in a system-operated Admissions Processing Center. Under this arrangement, called an "on-line" system, the clerical duties of checking applications and other documents for legibility, completeness, and accuracy will be assumed by the central processing center. Campus units will review applications by using a computer display, not by flipping through folders. Whenever hardcopy documents are needed, the operator will press a button and receive only the paper which is needed at that time. This will permit campus units to devote their energies to admissions counseling and questions of academic placement RATHER THAN CLERICAL CHORES.

The University admissions computer files for applicants attending secondary schools in the State will be created by transferring selected information from the Department of Education's future transcript and test record computer file. This transfer could be initiated by a student telling his plans to his counselor or by a counselor submitting information into the system either directly or indirectly. For those who have already graduated from a school in Hawaii, the file could be established by the student mailing a request to his high school. Those who graduated from a high school in another state or country would have their files created by writing directly to the Admissions Processing Center. In the ideal stage, the secondary schools would certify the residence status of applicants.

An on-line system for the State University System in Hawaii is only a future possibility; its reality depends upon the commitment of the leaders of the University and the State. It should be understood at the outset that a system such as the one I have just described should not be justified by admissions needs alone. All other computer-assisted administrative operations, including the payroll, personnel, student, and financial files, to name a few, would gain, too.

However far off the ideal may be, it has influenced this proposal because I have assumed that the benefits of an on-line system are desirable. For now, we can plan for the ideal, ideal in today's terms, that is, and permit some benefits to be realized as soon as possible. I suggest a three-stage program of development, with the ideal system as Stage III.

Stage III


S
Student
SYSTEM OFFICE
ALL CAMPUSES
NEWS MEDIA
College Entrance
Examination Board
CEEB
Admissions
Processing
Center
(APC)
Secondary
School
C
1st choice program and campus
C
2nd choice program and campus
C
3rd choice program and campus
C
4th choice program and campus

Stage I will employ the Admissions Processing Center as an information retrieval service for all elements of the system. Each campus will receive applications (all eight campuses will use the same basic data collection form) and other credentials from candidates and send copies of edited documents or data processing cards to the APC, which will enter the data into the system. At present, the Management Systems Office has available the computer machinery, but not the manpower or the plans, to build and implement more than this. Therefore, the APC can be an information bank but not a processing agency this year; the campus units, admissions officers, registrars, and clerks, must continue to perform the tasks of coding, processing, reviewing, editing, and auditing files, and reminding students about information not submitted. To insure the timeliness of data, it will be necessary to employ a courier service that will provide a twice-weekly link between campus units and the central office. Doug Price will see to the establishment of this service.

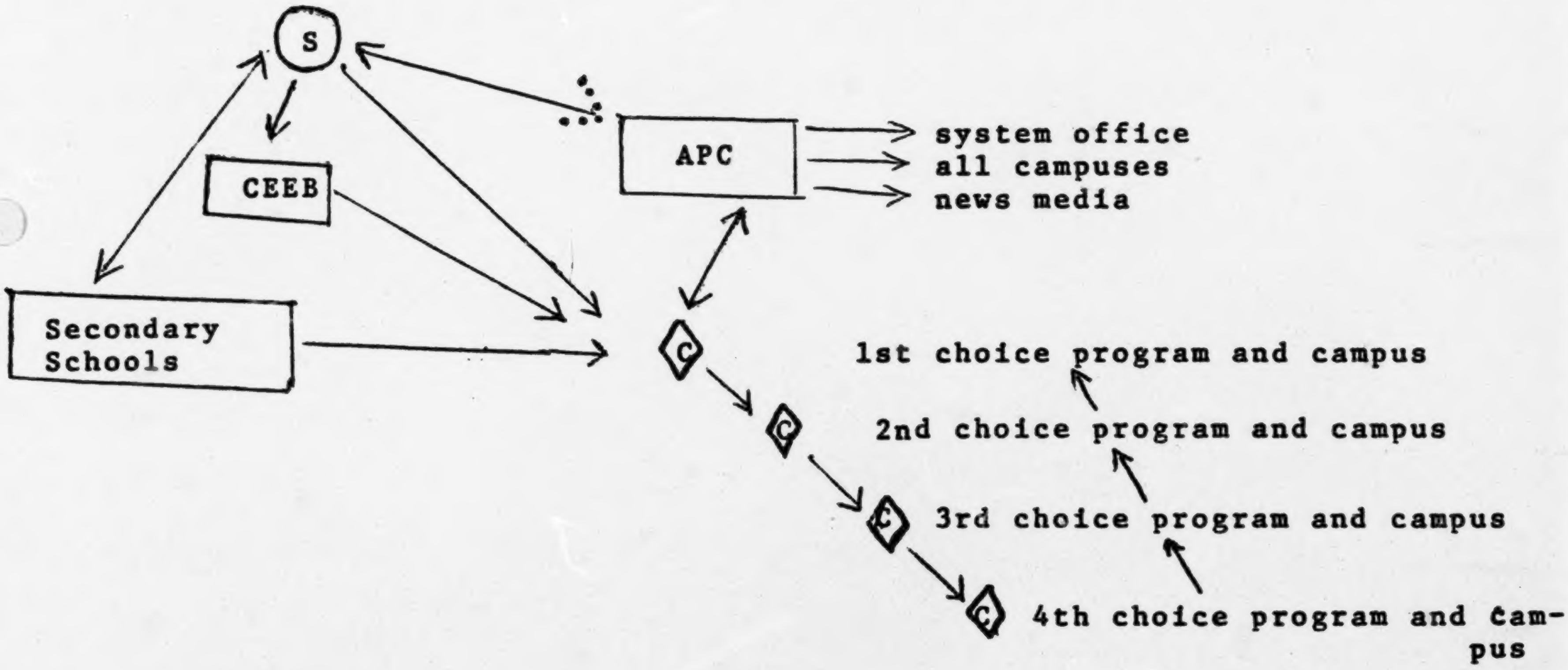
Given these arrangements, the various campus units would be hard pressed to transfer their energies from clerical operations to counseling in the near future. However, this latter effort is so important to the fulfillment of "growth with dispersion" that every unit should begin the transfer as soon as possible.

The APC's duties in Stage I are clear. It should issue regular, standard reports about admissions activity in the system to tbe system office, all campuses, secondary schools, and various elements of the news media, and it should be capable of producing other reports on a special request basis.

The goals for Stage I are (1) designing and implementing a basic admissions information and processing system (APC) that will serve the

State, (2) establishing an efficient means of sending information in document form from APC to secondary schools, units of the University System, the system office, and news media; (3) specifying the items to be coded and entered into the computer system, (4) designing and programming the various computer printouts: labels, reports, etc., and (5) designing and printing a single application or data collection form to be used by all undergraduate units in the system.

STAGE I


S
CEEB
APC
system office
all campuses
news media
Secondary Schools
C
1st choice program and campus
C
2nd choice program and campus
C
3rd choice program and campus
C
4th choice program and campus

Stage II covers the period of time between the known and the desired. Different campus units will reach Stage III at different times. For example, several campuses have the ability to access the main computer files now. They will be able to transfer clerical duties sooner than others. Suffice it to say that during Stage II more processing duties will be assumed by APC and campus units will be more fully involved in admissions counseling. In State III, all units will be on-line, very little paper will flow between the components of the system, and counseling will receive primary emphasis in the admissions offices of the campus units. APPLICANTS AND SECONDARY SCHOOL COUNSELORS WILL CODE FORMS; APC WILL EDIT AND PROCESS THEM.

The rapid development from Stage I to Stage III, the fulfillment of growth with dispersion, and the promise of equal educational opportunity will require leadership from the system office. Otherwise, it will be too easy for both campus units and others to become satisfied with the new information services and to fail to see the other benefits.

Components of Each Stage

Stage	Functions	Computer and Support Needs
I	Basically the same information flow as the current system. However, a new application or data collection form, new procedures, and more information in the computer file will permit four curriculum and campus choices at one time, an ordering of preferences, rolling admissions and earlier notification, and more information in the form of reports for counseling and planning.	The current computer configuration and one more key-punching unit (See Appendix VIII).

Stage	Functions	Computer and Support Needs
III	A system in which all components are on-line: secondary schools, APC, and campus units. Students may apply by verbal or very brief written request *via* any secondary school, campus unit, or APC. Management of data accomplished by machines, technicians, and clerks. Admissions officers and counselors free to advise about post-secondary opportunities. Very little flow of documents. All updating of file to be done on-line.	The current computer configuration with additions and alterations to permit all units to be on-line and to employ optical scan and teleprocessing techniques.

II Those points on the continuum at which any unit has less than on-line capability with other parts of the system. At present, some units have the capability of entering jobs directly in the central computer. However, they may not interact with or manipulate their data once it is entered. Each campus will reach Stages II and III at different times.

An Outline of the System in Operation (See flow chart, Appendix II, for diagrams of the flow of information)

Every fall, each campus unit should be told its targets for new and continuing students for the next academic year. The numbers should be based on the projections of committed and available spaces and the probable demand on spaces at each location. These figures should be disseminated to assist decentralized counseling.

- The quotas should include all spaces, including continuing students, new students, rejoining students, etc., at each level.
  - Therefore, campus units must inform the system office of their commitments by program.
- The Manoa Campus must plan now for the fact that the limit of 23,000 students and the obligations of the system to the increasing number of transfers from the Community Colleges will result in fewer spaces available for freshmen.
- The Community Colleges must plan their programs for the increasing number of students who will begin their studies at two-year campuses.

Students will complete applications (data collections forms) which they will have received in the mail or in person from a campus or high school. One common form will be used by all applicants, U.S. and foreign, to all units in the system. Returnees who have not attended another college since they left will use a different form and procedures. New students, including freshman; unclassified students, a diminishing group; special students, including concurrent and early admissions students; and transfers, including returnees who took one course or more elsewhere, will use the common form. To guide students through the procedures and to offer other information, we will provide a brochure, "Public Higher Education in Hawaii: How to Enroll," with every application.

- The data collection form: On this form, students will list various information, including four curriculum and campus choices in preferential order. Students may apply to more than one program on a campus if the programs are logically related. Otherwise, students should be limited to one choice per campus as they are now.
- A student may change his curriculum and campus choices by sending a note to his previous first-choice campus, which will then send to APC an appropriately marked "update card."
- An example of the proposed form is shown on pages 24-27. An example of "The Curriculum Campus Choice Code Chart" IS on page 20.
- All applicants, except those who have been out of high school for (seven)* or more years, will be required to submit a transcript. Therefore, it should not inconvenience them to send their completed

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*Someone should decide about this number and others in the text that I have put in parentheses. Most of these numbers refer to a time commitment by campus units. I am not so much concerned about the actual amount of time as I am to the idea that institutions make promises about, for

EXAMPLE, THE NUMBER OF DAYS THEY WILL TAKE TO PROCESS APPLICATIONS.

application to their secondary school where the remainder of the form will be completed. This is the current procedure and, I understand, there are few problems with it. Exceptions to this pattern can be defined and stated: e.g., if one has been out of high school for (seven) or more years, no transcript is needed; if one's secondary school is on the mainland, he can save time by having his transcript sent separately.

Students will apply for admission , financial aid, and housing to a program and campus unit on the basis of information learned before hand, by a process of self-selection.

The Kinds of Descriptive Information to Assist Self-Selection

To encourage and assist the intelligent self-selection of curricula and campuses by students, colleges must provide sufficient information about their UNIQUE philosophies, goals, and settings. This should include any information capable of influencing student achievement and growth BECAUSE INDIVIDUALS PROSPER ACADEMICALLY AT DIFFERENT RATES IN DIFFERENT ENVIRONMENTS.

- Administrative and educational policies and practices, physical plant and facilities, teaching practices, student types;
- The ambience and degree of intellectual orientation on the campus;
- The relationships between students and faculty; the amount and kind of campus political activity, etc;
- The number, percentage, and characteristics of those who drop out or transfer;
- Costs and how they may be met;
- Opportunities for and types of housing available;
- Detailed local profiles based on the College Student Questionnaire (CSQ), College and University Environmental Scales (CUES), American Council on Education (ACE) questionnaire, and similar

instruments;

- Complete descriptions of goals and opportunities of curricula programs;
- The objectives of campus units and the types of education offered:
    - What is the relative emphasis placed on general education versus professional studies?
    - What is the relative emphasis placed on supervised or structured versus more independent educational methods?
    - Is it a residential or urban campus?
    - What is the percentage of part-time and commuting students?
- Academic placement policies and opportunities: use of Advanced Placement, CLEP, etc;
- The location of the campus; special travel problems;
- Grade point average expectancy tables to help students predict their statistical probability of achieving given grades at different campus units and in different programs; i.e., their chances in 100 of earning "A's","B's", "C's", etc.
    - This may be most important for current or very recent H.S. students. However, there may not be enough comparability in grading systems to provide meaningful data.
- Examples of the mobility of graduates: to senior colleges, graduate schools, careers, etc.

The promise of mobility in the system must be emphasized and understood. Everyone, students, parents, and counselors, must believe, and it must be true, that starting at a lower cost, local community college will not affect one's future mobility in the system, and that personal needs will be taken into account; e.g. the possibility of completing the transfer curriculum and earning the Associate in Arts degree in one year. The University system should not be seen as hierarchical, with the University at the top, but as a system of parallel tracks, with some going farther than others.

The Sources of Information for Self-Selection, Including the Curriculum - Campus Choice Code System

- A brochure of detailed descriptions about THE DIVERSE ATTRIBUTES OF THE campus units and instructions to application procedures for all categories of students. Some pages are to be torn out and attached to applications. Other pages are guides to the curricula on various campuses (See page 20 for a view of the "Curriculum-Campus Code Chart").
  - "Public Higher Education in Hawaii: How to Enroll" This brochure should increase the effectiveness of recruiting students from the mainland and other areas.
- Secondary school counselors do and will play a special role in the system: they advise students about regular admission, early admission, and part-time, non-degree matriculation. Counselors must be convinced about the value of community colleges as alternatives for freshmen and sophomore studies and they must be informed enough to advise young people and adults about the options.
- Brochures produced by campus units: they must promote themselves.
- Educational Television, ETV, programs about the opportunities for higher education in Hawaii.
- News media stories about the opportunities and spaces available in various campus units.

The Curriculum - Campus Choice Code System

Each applicant will be asked to indicate four curriculum and campus preferences. He will find out where different programs are offered by referring to the tables in the admissions brochure. Those tables, or grids, will tell him the three to five letter alphabetic code for each curriculum, e.g., Accounting = ACC, and the three-letter code for each campus, e.g. Leeward = Lee. On the application form, students, and on the update cards, clerks will write the alphabetic codes which will be keypunched. The computer will convert them to numeric codes. These procedures will avoid the errors that would result from students and clerks transposing numbers, etc., while working with four, five or six digit numeric codes that had to be transferred from a table to a document. For example, instead of students listing 40685 to represent Applied Arts at Honolulu C.C., they will list APART HON.

A Model Program Chart

Major name and abbreviation. Please put the two to five-letter abbreviation from this column in the appropriate section on the application form, ______________.

An "X" indicates that the major listed to the left is offered at the campus(es) noted here. Please put the three letter abbreviation for the proper campus, one which offers the major you want, in the appropriate section next to your curriculum choice, __________.

MAJOR	HAWAII (HAW)	HONOLULU (HON)	KAPIOLANI (KAP)	KAUAI (KAU)	LEEWARD (LEE)	MAUI (MAU)	HILO (HIL)	MANOA (MAN)
Accounting (2-Year) (ACC)	X		X	X	X	X		
Apparel Design (AD&C)						X		
Auditor (AUDIT)	X	X	X	X		X		
Building Maintenance (BMAIN)						X		
Liberal Arts (LIART)	X	X	X	X	X	X	X	X
Travel Industry Management (2-Year) (TIM)							X	
Architecture (ARCH)								X
Technical Nursing (TNURS)						X		X

- Local campuses should serve their areas as the focal points for the entire system. In concert with the secondary schools, they should provide career and educational counseling, testing, evaluation, and recruiting for all campuses. Admissions counselors in campus units and the office for high school relations should have sufficient travel budgets to permit familiarity with campus units around the State. These counselors are the primary contacts between the campus units and the high schools in the state. In the future, on-line computer teleprocessing and video display equipment will permit counselors to have access to a student's records wherever they are. This will assist career and educational counseling, course selection, and registration.

The Source Documents

- The application or data collection form, which includes
  - (1) The basic data for the computer file
    (2) The Secondary school record used for counseling and placement or prediction and admissions selection
  - More counseling and placement should take place to insure that there is a floor beyond the open door of the campus units. Too many first year community college students drop by the wayside. Stage III will make counseling easier to accomplish; time and information will be provided.
  - See the following pages for a copy of the proposed application or data collection form. Note that a no-carbon copying surface should appear on the back of page one and on the back of that part of page two that is to be duplicated on page three.
- In later stages, new procedures, for example those concerning residence status and where applicants are to be sent, will permit a briefer, less complicated form.

22

UNIVERSITY SYSTEM LETTERHEAD

TO: 1972 Applicants for Admission, College Advisers, and Parents

FROM: The State of Hawaii University System
(Community Colleges, Hilo, and Manoa Units)

RE: The Use of 1971 Application Forms for Admission in 1972

As you have no doubt read, the eight public campuses in the State have been joined into one system of higher education. One goal of this arrangement is to provide better service to those who seek post-secondary schooling in Hawaii. A first step in this direction is to provide a single admissions application packet that may be used by all applicants to all programs. This one form will replace the several different forms currently used by foreign students and by U.S. applicants to the community colleges, Hilo, and Manoa.

Another step in making it easier to apply to the University system is to permit applicants to express four program and campus preferences on a single application. It will no longer be necessary, or permissible, to file more than one application at a time.

There are other changes which we expect will help you. For example, all units in the system will practice rolling admissions: applicants will be notified of their status within six weeks of the time their applications are complete. Also, the individual campus units will review their admissions criteria. We hope that this will help us implement state-wide policies in an equitable manner.

Well thought-out changes take time, and these are no exception. Our new application forms, and the new brochure to accompany them, have not been delivered from the printers. Therefore, we will use last year's form until the new ones arrive. Because the 1972 application asks a few new questions, we ask you to supplement the old application by completing the items at the end of this letter. We will not be able to process your application unless these questions are answered.

Thank you.

Sincerely,

Your Admissions Officer

(over)

★Please complete each item and return this letter with your application to your high school counselor or to the campus of your first choice. If you have already submitted an application, you should mail this letter to your first choice campus. Remember, you may submit only one application.

Today's Date

Last Name | First Name | Middle Initial

Social Security Number

00 My current or last school is: (circle one)

(a) A Public Secondary School
(b) An Independent Secondary School
(c) A Parochial Secondary School
(d) A Two-Year College
(e) A Four-Year College or University

00 My order of preference for curricula and campus choices:
(Please refer to the catalogs before completing this section.)

1st choice ________ / ________
Major, College, or Curriculum / Campus on which it is offered

2nd choice ________ / ________
Major, College, or Curriculum / Campus on which it is offered

3rd choice ________ / ________
Major, College, or Curriculum / Campus on which it is offered

4th choice ________ / ________
Major, College, or Curriculum / Campus on which it is offered

24

THE INFORMATION YOU FURNISH WILL INITIATE YOUR COLLEGE RECORDS. TO INSURE MAXIMUM ACCURACY, PLEASE COMPLETE ALL ENTRIES IN FULL AND DO NOT USE DITTO MARKS OR "SAME AS ABOVE." PLEASE PRINT LEGIBLY WITH A BALL POINT PEN. Follow the Instructions that begin on p. 00 of "Public Higher Education in Hawaii." [Refer to the back of this packet for instructions]

For which session are you applying? Do you plan to attend:
Fall __197__ ___Day ___Full-time
Spring __197__ ___Eve ___Part-time
An accelerated Ten-week Session:
1st __ 2nd___ Month___
3rd __ 4th___ Year___
Do you wish to enroll in a degree program? yes___ no___

Have you attended courses for credit offered by a UH unit? No__ Yes__ Where________
Have you previously applied to a U.S. campus? Yes__ No__
Which one?________
When?________
Semester Year
What was the decision? Accepted___ Denied___

00 U.S. SOCIAL SECURITY NO. 00 FULL NAME LAST FIRST MIDDLE MAIDEN NAME
1 ☐ Mr. 2 ☐ Mrs. 3. ☐ Miss

00 SEX 00 BIRTHDATE BIRTHPLACE (STATE OR COUNTRY)
1 ☐ Female 2 ☐ Male Mo. Day Yr.

00 CITIZENSHIP
☐ U.S.
☐ Other (specify)

IF FOREIGN: VISA STATUS
☐ Student Visa ☐ Other (specify):
☐ Immigrant Visa, Date of Arrival in Hawaii

00 MARITAL STATUS
1.☐ Single 2 ☐ Married
3.☐ Divorced, Separated or Widowed

00 U.S. SELECTIVE SERVICE NO.
U.S. MILITARY DEPENDENT? Yes ☐ No ☐
00 U.S. SELECTIVE SERVICE CLASSIFICATION
Specify
If active, branch of service

00 CURRENT OR LOCAL ADDRESS-NO., STREET-CITY OR PROVINCE-STATE OR COUNTRY 00 LOCAL ZIP CODE 00 LOCAL PHONE NUMBER

00 PERMANENT ADDRESS-NO., STREET-CITY OR PROVINCE - STATE OR COUNTRY 00 PERMANENT ZIP CODE 00 PERMANENT PHONE NUMBER

00 NAME OR PARENT, GUARDIAN OR SPOUSE
1 ☐ Mr. 3 ☑ Miss
2 ☐ Mrs. 4 ☐ Mr.& Mrs.

00 RELATIONSHIP
1 ☐ Parent 2 ☐ Spouse
3 ☐ Guardian

00 ADDRESS OF PARENT, GUARDIAN OR SPOUSE-NO., STREET-CITY OR PROVINCE-STATE OR COUNTRY 00 ZIP CODE 00 PHONE NUMBER

00 FOREIGN STUDENTS: Please list primary schools attended (transcripts are not required); if more space is needed, attach extra paper.

NAME	CITY OR PROVINCE	STATE OR COUNTRY	FROM:MO/YR	TO:MO/YR

SFAL

00 FOR U.S. STUDENTS: Name(s) of secondary school(s) attended; FOR FOREIGN STUDENTS: Name(s) of secondary or middle school(s) attended; (Transcripts are required. If more space is needed, attach extra paper.)

NAME	CEEB CODE	CITY OR PROVINCE	STATE OR COUNTRY	FROM:MO/YR	TO:MO/YR

00 Year graduated or expect to graduate from secondary school ________

00 My last or current schoolis: circle one:
(a) A Public Secondary School
(b) An Independent Secondary School
(c) A Parochial Secondary School
(d) A Two-year College
(e) A Four-year College

LIST ALL COLLEGES AND UNIVERSITIES, PROFESSIONAL AND TECHNICAL SCHOOLS ATTENDED, BEGINNING WITH THE CURRENT OR MOST RECENT ONE; TRANSCRIPTS ARE REQUIRED (IF MORE THAN FOUR, USE ADDITIONAL PAPER)

Full Name of Institution (Please do not use initials)	Location: City or Province & State or Country	Major Area of Study (e.g., Liberal Studies, English, Engineering, etc.)	No of credits Earned to Date	Time System: Semester, Quarter, etc.
00				
00				
00				
00				

I was enrolled From:Mo/Yr To:Mo/Yr	Name of Degree, Diploma, or Certificate, if any	Date Received	Do Not Write Here
00 cont'd			
00 cont'd			
00 cont'd			
00 cont'd			

00 In order of your preference, indicate the abbreviated names of four curriculum choices and campus units. (Refer to "Public Higher Education in Hawaii", p. 00)

Note: Liberal, general, and pre-professional studies may be started at any campus

(1)________/________
Curric. Name Campus
(2)________/________
Curric. Name Campus
(3)________/________
Curric. Name Campus
(4)________/________
Curric. Name Campus

00 Your current educational objective:
☐ Associate Degree (college transfer) ☐ Unclassified Status ☐ Certificate
☐ Associate Degree (non-college transfer) ☐ Bachelor's Degree ☐ Special Student Status

00 State briefly your career goal: e.g., teacher, physician, policeman:

00 In what subject(s) do you think you will major or concentrate?

I CERTIFY THAT THE INFORMATION ENTERED ON THIS PAGE IS COMPLETE AND CORRECT AND I UNDERSTAND THAT THIS APPLICATION CANNOT BE PROCESSED AND MAY BE RETURNED IF THERE ARE INCORRECT OR ILLEGIBLE ENTRIES OR IF I ALREADY HAVE ONE APPLICATION UNDER REVIEW. (If you wish to change your four choices, please see p. 00 of "Public Higher Education in Hawaii." Filing a second application will delay the processing of both requests.)

DATE:________ Student's Signature________

Please write your name and curriculum choice information on page 0.

Please do not write below this line

________Class
________Advanced Standing
________H.S. Code
________First Entering Date
________Educational Objectives
________Student Status

____/____ H.S. Class Rank
Class Rank/Size
________H.S. GPR
1 2 3 H.S. Rec

________Resident Code
________Date App Rec'd
________Opp, Prog. Elig.

________Sec. Sch. Units
________Group A
________Group B
________Total
________Deficiencies

THE INFORMATION YOU FURNISH WILL INITIATE YOUR COLLEGE RECORDS. TO INSURE MAXIMUM ACCURACY, PLEASE COMPLETE ALL ENTRIES IN FULL AND DO NOT USE DITTO MARKS OR "SAME AS ABOVE." PLEASE PRINT LEGIBLY WITH A BALL POINT PEN. Follow the instructions that begin on p. 00 of "Public Higher Education in Hawaii." [Refer to the back of this packet for instructions]

For which session are you applying? Do you plan to attend:

Fall __197__ ___Day ___Full-time
Spring __197__ ___Eve ___Part-time

An accelerated Ten-week Session:
1st ___ 2nd ___ Month ___
3rd ___ 4th ___ Year ___

Do you wish to enroll in a degree program? yes___ no___

Have you attended courses for credit offered by a UH unit? No ___ Yes ___ Where ______________

Have you previously applied to a U.S. campus? Yes ___ No ___
Which one? ______________

When? ______________
Semester Year

What was the decision? Accepted ___ Denied ______

00 U.S. SOCIAL SECURITY NO. 00 FULL NAME LAST FIRST MIDDLE MAIDEN NAME

1 [ ] Mr. 2 [ ] Mrs. 3. [ ] Miss

00 SEX 00 BIRTHDATE BIRTHPLACE (STATE OR COUNTRY)

1 [ ] Female 2 [ ] Male Mo. Day Yr.

00 CITIZENSHIP
[ ] U.S.
[ ] Other (specify)

IF FOREIGN: VISA STATUS
[ ] Student Visa [ ] Other (specify):
[ ] Immigrant Visa. Date of Arrival in Hawaii

00 MARITAL STATUS
1.[ ] Single 2 [ ] Married
3.[ ] Divorced, Separated or Widowed

00 U.S. SELECTIVE SERVICE NO.

U.S. MILITARY DEPENDENT?
Yes [ ] No [ ]

00 U.S. SELECTIVE SERVICE CLASSIFICATION
Specify
If active, branch of service

00 CURRENT OR LOCAL ADDRESS-NO., STREET-CITY OR PROVINCE-STATE OR COUNTRY 00 LOCAL ZIP CODE 00 LOCAL PHONE NUMBER

00 PERMANENT ADDRESS-NO., STREET-CITY OR PROVINCE - STATE OR COUNTRY 00 PERMANENT ZIP CODE 00 PERMANENT PHONE NUMBER

00 NAME OR PARENT, GUARDIAN OR SPOUSE
1 [ ] Mr. 3 [ ] Miss
2 [ ] Mrs. 4 [ ] Mr.& Mrs.

00 RELATIONSHIP
1 [ ] Parent 2 [ ] Spouse
3 [ ] Guardian

00 ADDRESS OF PARENT, GUARDIAN OR SPOUSE-NO., STREET-CITY OR PROVINCE-STATE OR COUNTRY 00 ZIP CODE 00 PHONE NUMBER

00 FOREIGN STUDENTS: Please list primary schools attended (transcripts are not required); if more space is needed, attach extra paper.

NAME	CITY OR PROVINCE	STATE OR COUNTRY	FROM:MO/YR	TO:MO/YR

00 FOR U.S. STUDENTS: Name(s) of secondary school(s) attended; FOR FOREIGN STUDENTS: Name(s) of secondary or middle school(s) attended; (Transcripts are required. If more space is needed, attach extra paper.)

NAME	CEEB CODE	CITY OR PROVINCE	STATE OR COUNTRY	FROM:MO/YR	TO:MO/YR

00 Year graduated or expect to graduate from secondary school ________

00 My last or current school is: circle one:
(a) A Public Secondary School
(b) An Independent Secondary School
(c) A Parochial Secondary School
(d) A Two-year College
(e) A Four-year College

LIST ALL COLLEGES AND UNIVERSITIES, PROFESSIONAL AND TECHNICAL SCHOOLS ATTENDED, BEGINNING WITH THE CURRENT OR MOST RECENT ONE; TRANSCRIPTS ARE REQUIRED (IF MORE THAN FOUR, USE ADDITIONAL PAPER)

Full Name of Institution (Please do not use initials)	Location: City or Province & State or Country	Major Area of Study (e.g., Liberal Studies, English, Engineering, etc.)	No of credits Earned to Date	Time System: Semester, Quarter, etc.
00				
00				
00				
00				

I was enrolled From Mo/Yr To:Mo/Yr	Name of Degree, Diploma, or Certificate, if any	Date Received	Do Not Write Here
00 cont'd			
00 cont'd			
00 cont'd			
00 cont'd			

00 In order of your preference, indicate the abbreviated names of four curriculum choices and campus units. (Refer to "Public Higher Education in Hawaii", p. 00)

Note: Liberal, general, and pre-professional studies may be started at any campus

(1)______________ / ______________
Curric. Name Campus
(2)______________ / ______________
Curric. Name Campus
(3)______________ / ______________
Curric. Name Campus
(4)______________ / ______________
Curric. Name Campus

00 Your current educational objective:
[ ] Associate Degree (college transfer) [ ] Unclassified Status [ ] Certificate
[ ] Associate Degree (non-college transfer) [ ] Bachelor's Degree [ ] Special Student Status

00 State briefly your career goal: e.g., teacher, physician, policeman:

00 In what subject(s) do you think you will major or concentrate?

I CERTIFY THAT THE INFORMATION ENTERED ON THIS PAGE IS COMPLETE AND CORRECT AND I UNDERSTAND THAT THIS APPLICATION CANNOT BE PROCESSED AND MAY BE RETURNED IF THERE ARE INCORRECT OR ILLEGIBLE ENTRIES OR IF I ALREADY HAVE ONE APPLICATION UNDER REVIEW. (If you wish to change your four choices, please see p. 00 of "Public Higher Education in Hawaii." Filing a second application will delay the processing of both requests.)

DATE:______________ Student's Signature ______________________________

Please write your name and curriculum choice information on page 0.

Please do not write below this line

________ Class
________ Advanced Standing
________ H.S. Code
________ First Entering Date
________ Educational Objectives
________ Student Status

______/______ H.S. Class Rank
Class Rank/Size
________ H.S. GPR
1 2 3 H.S. Rec

________ Resident Code
________ Date App Rec'd
________ Opp. Prog. Elig.

________ Sec. Sch. Units
________ Group A
________ Group B
________ Total
________ Deficiencies

26

STATE OF HAWAII UNIVERSITY SYSTEM
RESIDENCE INFORMATION FORM
FOR UNIVERSITY PURPOSES ONLY

FOR UNIVERSITY USE ONLY
___01 ___03 ___05 by________
___02 ___04 ___06 on________

This form is to be completed and signed by each prospective student and returned with the application. Intentional or willful misrepresentation of any fact will subject the student to the regular disciplinary measures of the University of Hawaii. Please print or type. For information about this form, please see "Public Higher Education in Hawaii," page 00.

For which session are you applying? Do you plan to attend:

Fall__197__ ___Day ___Full-time
Spring__197__ ___Eve ___Part-time

An accelerated Ten-week Session:
1st___ 2nd___ Month___
3rd___ 4th___ Year____

Do you wish to enroll in a degree program? yes___ no___

Have you attended courses for credit offered by a UH unit? No___ Yes___ Where__________________

Have you previously applied to a U.S. campus? Yes___No___
Which one?____________________
When?____________________
Semester Year
What was the decision? Accepted_____ Denied__________

00 U.S. SOCIAL SECURITY NO. 00 FULL NAME LAST FIRST MIDDLE MAIDEN NAME
1 [ ] Mr. 2 [ ] Mrs. 3. [ ] Miss

00 SEX 00 BIRTHDATE BIRTHPLACE (STATE OR COUNTRY)
1 [ ] Female 2 [ ] Male Mo. Day Yr.

00 CITIZENSHIP
[ ] U.S.
[ ] Other (specify)

IF FOREIGN: VISA STATUS
[ ] Student Visa [ ] Other (specify):
[ ] Immigrant Visa. Date of Arrival in Hawaii

00 MARITAL STATUS
1.[ ] Single 2 [ ] Married
3.[ ] Divorced, Separated or Widowed

00 U.S. SELECTIVE SERVICE NO.

U.S. MILITARY DEPENDENT?
Yes [ ] No [ ]

00 U.S. SELECTIVE SERVICE CLASSIFICATION
Specify____
If active, branch of service

00 CURRENT OR LOCAL ADDRESS-NO., STREET-CITY OR PROVINCE-STATE OR COUNTRY 00 LOCAL ZIP CODE 00 LOCAL PHONE NUMBER

00 PERMANENT ADDRESS-NO., STREET-CITY OR PROVINCE - STATE OR COUNTRY 00 PERMANENT ZIP CODE 00 PERMANENT PHONE NUMBER

00 NAME OR PARENT, GUARDIAN OR SPOUSE
1 [ ] Mr. 3 [ ] Miss
2 [ ] Mrs. 4 [ ] Mr.& Mrs.

00 RELATIONSHIP
1 [ ] Parent 2 [ ] Spouse
3 [ ] Guardian

00 ADDRESS OF PARENT, GUARDIAN OR SPOUSE-NO., STREET-CITY OR PROVINCE-STATE OR COUNTRY 00 ZIP CODE 00 PHONE NUMBER

1. At the last public supported institution of higher learning I attended in the year of ______, I paid ______ resident/ ______nonresident tuition.

2. I ______do/______do not intend to reside permanently in Hawaii.

3. (a) I claim legal residency in:

____
State or Country

(b) I live with my:
___Father
___Mother
___Spouse
___Legal Guardian
___Other ________
(specify)

(c) My parents are:
___Living together
___Legally Separated
___Divorced
___Widowed
___Deceased

(d) My parent(s) or legal guardian claims legal residency in:__________________
State or Country

4. If the answer to question 3(a) is Hawaii and you are 21 (or older) or are married, answer the following questions in terms of yourself. (If you are a married woman, you may answer the questions in terms of your spouse.) If the answer to question 3(d) is Hawaii and you are/21 under and unmarried, answer the following in terms of your parent or legal guardian. The following are answered in terms of my: ___father ___mother ___spouse ___legal guardian ___self

(1) Length of residence in Hawaii: _____years, from ________________ to ________________.
(2) State of Hawaii income tax return filed from 19___ to _____.
(3) Registered to vote in the State of __________, County of __________, District __________, Precinct__________
(4) Last voted in 19___ in the State of __________, County of __________, District __________, Precinct__________
(5) Periods of time out of state in the last twelve months (include dates and reasons for such absence):__________
(6) Places of employment for last three years (include dates):____________________

5. If you qualify for one of the statutory exemptions explained in "Public Higher Education in Hawaii," page 00, check one of the boxes and fill in the blanks where applicable. PROPER DOCUMENTATION MUST BE SUBMITTED WITH THIS FORM. Failure to do so will result in a nonresident determination.

[ ] I reside in the state or country of ________ which permits Hawaii residents to pay the same tuition fees at its public institutions of higher learning as are paid by its own residents. (Submit the U.H. Official Certification of Residency form for foreigners and, if your country is not listed on the reverse side of the Certification of Residency, a letter from an official of your government stating that it permits Hawaii residents to pay the same tuition fees at its public institutions of higher learning as are paid by its own residents.)

[ ] I am a member of the Armed Forces stationed in Hawaii or one who will be stationed on active military duty in Hawaii, or I am an authorized dependent of such a person. Reporting date_____________; date of expected rotation or discharge______________. (Submit a signed letter from the commanding officer attesting to this status. If the future, you may be asked to resubmit similar verification to confirm your status.)

[ ] My permanent home is in the country of ____________, which has no public institution of higher learning. (Submit the U.H. Official Certification of Residency form for foreigners and, if your country is not listed on the reverse side of the Certification of Residency, a letter from an official of your government stating that it has no public institution of higher learning.)

[ ] I am a faculty or staff member of the University of Hawaii at the campus of __________, department of ____________, or the spouse or legal dependent of such. (Submit a supporting memorandum from the department.)

I certify that the answers and responses set out above concerning myself are true and that the answers and responses set out above concerning others are true to the best of my knowledge and belief.

____________________ ____________________
Date Applicant's Signature

SECONDARY SCHOOL OFFICIALS:

YOU MAY KEEP THIS LETTER

Dear Counselor or Principal:

I ________________________________, am applying for admission
Student, print full name here

to ____ of the State of
Name of curriculum and campus of first choice

Hawaii University System. Please complete all of the information requested on the attached "Secondary School Record" (transcript) or attach a copy of my official school record which includes the scores of tests such as SCAT. Many campuses in the system require this information.

Late filing or an incomplete form may affect my chances for admission to the program and campus of my choice. Please fill out your part, then mail the entire packet to the campus named above.

Thank you.

Sincerely,

Student's Signature ______________________________

Date ____________________

If you have completed 24 or more college credits, disregard page

SECONDARY SCHOOL RECORD

27

Student's Name ....
LAST FIRST MIDDLE

.... Was graduated / Will be graduated / Withdrew ....
NAME OF SCHOOL MONTH YEAR

Entered: ....
MONTH YEAR LOCATION OF SCHOOL

Class periods are .... **minutes** .... **times a week** .... **weeks a year. Passing mark is** ....

College recommending mark ....

1. List complete marking system, highest to lowest: .... **Honor marks** ....

2. List other secondary schools by years attended ....

SCHOOL ACCREDITED BY

Organized as a { **Four-year High School** ....
{ **Three-year Senior High School** ....

Note:
If a senior high school, fill in marks and credits for 9th grade Mathematics and English. The high school from which the student graduates should enter the applicant's entire secondary school record.

Are all failing marks for each year listed? ☐ **yes** ☐ **no**

CLASS RECORD

Check (√) all subjects where no marks are given.
Star (*) all subjects in progress.

Subject * Grade → / Year → 19	1st Sem 9		1st Sem 10		1st Sem 11		1st Sem 12		Other		Standard Exams	Units or Cred.
English												
Lang.												
Math.												
Check Special Lab Periods / Yes / No												
Science												
Social Studies												
Other Subjects												

Notes

A UNIT represents the study of a subject a full school year five periods per week.
Use OTHER column for extra school year.
Use EXAMS column for special exams as Regents, etc.

TEST RECORD

	Name and Form of Test	Year Given	Score	%-ile Gr. Level	Basis
Mental Ability					
Reading					
Achievement					
Others					

ADDITIONAL INFORMATION

* Identify level if classes are homogeneously grouped.

† Give available interpretation of tests on an enclosure.

Total number of units required for graduation .... **Was student in slow** ☐ **normal** ☐ **or advanced** ☐ **sections?**

Applicant ranks ☐ **exactly** ☐ **approximately** .... **in a graduating class of** .... **students**

School computed above rank in class by using official record beginning with .... **grade and ending with** .... **semester in** .... **grade:**

Date .... **Signature** .... **Title** ....

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32

APPLICATION FOR ADMISSION

STATE OF HAWAII UNIVERSITY SYSTEM

Community Colleges/Hilo Campus/Manoa Campus

The Admission of Undergraduates and Unclassified Students

Applicants who wish to enter the State of Hawaii University System as undergraduates or unclassified students must complete and submit this application. For information about the System, step-by-step directions for applying, and information about admission requirements, please refer to "Public Higher Education in Hawaii: How to Enroll," Pages 00 to 00. Summer Session applicants should use the appropriate form which is available from the Summer Session office.

Applicants entering from high school, or who have completed fewer than 24 academic credits of college work at accredited American colleges or universities, are required to have the principal or another officer of their high schools furnish the information required on page 0 of this form. In addition, applicants for Manoa units and Hilo are required to submit scores from the Scholastic Aptitude Test of the College Entrance Examination Board. They should request the Educational Testing Service (Princeton, New Jersey 08540 or Berkeley, California 94701) to sent their test scores to their campus of first choice. SAT scores recorded on high school transcripts are not acceptable. All U.S. applicants who have been out of high school for seven or more years should complete the data collection and residency forms; they may disregard the high school section and SAT requirement.

All applicants who have earned credits at accredited American post-secondary school institutions are required to have each institution mail transcripts of their work to their campus of first choice. These transcripts will become a permanent part of students' files and are not available for distribution.

If your name has been changed since you last attended the institution(s) from which you are requesting transcripts, write to the institution(s) and request that your new name be indicated on the transcript. We cannot be responsible for processing any credential filed under a name other than that listed on this application. (For example, a transcript filed under the applicant's maiden name.)

Foreign applicants should refer to page 00, "Public Higher Education in Hawaii."

Deadlines: Applications will be processed between October 1 and August 1. The deadlines for applying vary from several weeks to two months prior to the start of the desired semester. On this form, applicants must state the term for which they are applying. All candidates will be notified about their status within six weeks after their applications are complete (i.e., all necessary academic and non-academic credentials are on file at the proper campus). This system of "rolling admissions" means that some programs will be closed to applicants earlier than others. See "Public Higher Education in Hawaii," page 00 and following, for a more complete discussion and specific deadlines.

Application Fee: A nonrefundable, nontransferrable application fee of $10.00 (money order or certified check) MUST accompany this application when the applicant is not a legal resident of the State of Hawaii. Your canelled check or money order stub is your receipt. PLEASE DO NOT SEND CASH OR A PERSONAL CHECK. Community College applicants, military personnel and their dependents are not required to pay this fee.

This application will be returned to the applicant if the residency form is incomplete or if the application fee, if required, is not included.

THIS FORM IS TO BE SENT INTACT, BY YOU OR BY YOUR HIGH SCHOOL, TO YOUR FIRST CHOICE CAMPUS.

Please fill in the label at the bottom of this page and, in the appropriate place, write your name and first choice program on page 0.

Please do not write below this line

Date__________ Will College__________ Accept?

Action of college: ______ Yes No Initials Class Stdg. Date

TOEFL__________ EPF__________
SAT__________ (V)__________ (M)__________
FIN STATUS__________
HEALTH__________ TB__________
1-20 ISSUED__________
OTHERS__________

NAME__________
STREET__________
CITY__________
STATE__________ ZIP__________

This is a preprinted peel-off label

Admitted as regular student__________
Admitted with advanced standing__________
Admitted into ELI__________
Admitted into DCE__________ Status__________
Admitted as Provisional__________
Provision__________
Application Refused__________
Reasons__________
Application Redirected To__________ Campus Unit Date__________
__________ Campus Unit Date__________ __________ Campus Unit Date__________

- Letters of recommendation from teachers, the Confidential Personality Record form, and other supplementary information (See Appendix I) to be used for selection or counseling purposes should be requested with the preprinted letter that should acknowledge the basic application form. These and similar items may be saved for registration time or counseling appointments. Other supplementary information could include reports about auditions, portfolios, or recommendations from college teachers;
    - College transcripts;
    - Test score reports: aptitude and achievement tests;
    - The College Entrance Examination Board produces student profiles that include information helpful in admissions. This service may be obtained free. I recommend that it be requested.
    - Interview reports;
    - Correspondence;
    - College Scholarship Service reports;

The same information, for example, secondary school transcripts, may be used for different purposes. Manoa units and Hilo will use transcripts for admissions decisions. Community Colleges will use them for advising about academic placement.

The Campus Unit and the Admissions Processing Center

- The student will send his application directly to his secondary school or to the campus of his first choice and ask his high school and the testing agencies to do the same with his transcript, test results, etc. This would give the campus and not APC the role of checking or editing documents required for admissions decisions. Therefore, the campus unit, not APC, will be responsible for the quality or validity of data entered into the computer file. The APC will have no control over this. The campus staff will review the forms for completeness, determine the applicant's residency status and eligibility for an opportunity program, see whether the fee,* if required, is included, code the designated portions of the application and the current "Notification of Change Form," and send these documents to APC. The campus unit will keep the carbon copy of the data collection form.

These are not new duties; the campuses do them now. The only new duties will be sending folders to second or other choice programs, sending "update" cards to APC, routing and filing the new reports, and maintaining a system of control over the data collection forms and update cards they send to and receive from APC. This last task will require sending to APC a list of the applications or cards sent under separate cover and checking a copy of this list against APC's letter of receipt. APC could initiate the "double checking" when it sends a batch of cards or reports to campus units, although this procedure is not as critical as the first. In Stage III, the ideal system, the campus unit will not have to do these clerical tasks. Instead, it will be able to devote its resources to counseling while APC checks and edits files, and secondary schools certify residence. Under this arrangement, the application and fee, if any, would be sent directly to APC, which would check the forms for completeness and accuracy, and for duplicate sets of applications, enter the data into an on-line system, and send acknowledgement cards to the students applying. The cards could request that reports from the Educational Testing Service and College Entrance Examination Board, including College Scholarship Service information and both aptitude and achievement test results, be sent to the University of Hawaii college code, which would be the APC. If each campus had direct access to the computer, APC could reduce greatly the amount of paper used in admissions on all campuses. Stage III offers this feature.

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* I suggest either that non-resident applicants to community colleges be charged the $10.00 application fee, or, preferably, that all applicants to the system be charged $5.00 for their one application to four programs. (See Appendix VIII, "A Note About Income.")

- Supplementary material could be sent to special categories of students with the preprinted acknowledgement card or letter. Also the acknowledgement card could note the admissions counseling resources available, refer students to the brochure, "Public Higher Education in Hawaii," and specify additional required or optional information, such as extra letters of reference, copies of campus counseling reports, results of placement or ability test scores, pictures of projects, essays, and reports to be sent to the campus of first choice. The "Confidential Personality Report," formerly required with each transcript, could be requested when needed as a supplementary item. It was not used frequently enough to justify its use as a standard item.
- The APC will build and maintain a basic data file system: it will collect data, develop files, and create reports and folder and mailing labels. It will produce summary sheets and statistics for each application, each division or unit, and for the system. It will issue periodic reports* about the applicant group by the class levels of candidates, matrices of credentials by program, those missing data, financial "need" and aid distributions, and other regular reports for the campus units, system office, high schools, and news media about the number of applications in the system, the number to each program

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*See Appendix VI, "Output Formats." I developed these report formats after talking with many of the people who will use the information.

by campus and by choice (1st, 2nd, 3rd, 4th), the number admitted to date, the number redirected to date, the number of spaces available in programs on- and off-campus, and the number of residents and non-residents admitted. Information such as this will make possible a new form of accountability to the public and more informed counseling.

- In addition to issuing these standard reports, the system should be capable of retrieving information in any order and satisfying special requests for information in new formats.
- The system should be capable of incorporating new standard reports, at a later time, without revising every computer program in the file. After a year or two of experience with the proposed reports, the admissions people in Hawaii may decide to delete certain reports and add others. For example, computer- typed letters to applicants may be desired; or single format, standard reports, later to be used as registration forms, or reports, labels, and cards for housing, financial aid, student activities, health, bookstore and cafeteria credit, library, or predictions of yield on admissions offers may be requested. Another report could present all secondary school transcript data in a standard format. These reports could be printed on paper or cathode ray terminal screens.
- APC will start its file with the receipt of a copy of an application and a Notification of Change form that will include coded secondary school and residence data. Additional sources of input will be the machine-readable cards of the Educational Testing Service, test scores or financial aid information; and the computer-produced "update" cards which the campuses will use to submit data about class rank, admissions decisions, and receipt of supplementary

information.

←—— As each update card is used, the new information entered into the system should be noted or logged on the application.

- In Stage I, it will not be necessary to employ optical scanning equipment. Later stages will benefit from its use.
- A unique identifier must be established for each file. Some systems use social security number only, some use last name and social security number or birthdate, others use social security number and birthdate. The first choice campus unit will follow the current procedure and assign a false social security number to foreign student applications. U.S. students who lack numbers should receive them before they submit their admissions applications. Most campuses have the necessary forms.
- The APC file should always know where an individual's folder is located, the status of the folder, and its record in the system.
- Whenever new input arrives at APC, it will be keyed into the system, checked for errors, and either a new file will be created or an existing file will be updated. At some specified time, the end of each day or the beginning or end of each week, labels, update cards, and reports should be generated for all recent entries and sent to the campus units, high schools, etc.
- Duplicate applications will be detected. Whenever they are found, APC will send a message to the campus that sent the second application. That campus will write to the student, with a copy of the letter sent to the first campus, about the proper procedures to follow.
- The APC will audit the files periodically, and if data are missing, it can send computer-generated reminders to students or campus units.

In Stage I, this audit will concern applications, secondary school data, and test scores. For any campus, additional requirements can be added. Therefore, each campus unit must determine what information it will need for it to consider applications complete. Whenever an application is completed, an update card with the proper notation should be sent to APC. This procedure need not be used if the final admissions decision is due within two days after an application is complete. However, every campus unit should send to APC copies of all applications, even if the total folder is incomplete, so that statistical reports about admissions activity are accurate. In later stages, this reminder system should include Housing, Financial Aid, and academic placement (see p. 37). Actually, a basic financial aid system could be started now. The Financial Aid Office could submit their data and decisions to APC for processing and report preparation. However, I do not have the time to develop this system.

- The APC will send labels, statistical summaries and reports, and update cards to the first choice campus unit. This material should arrive within one week after a secondary school or a student submits an application. Data should be sent to the campus unit in printout format unless the campus unit has the capability to handle cards or magnetic computer tape. In the future, those data may be transmitted by telephone line to remote "keytape" units (special typing stands that permit the operator to type onto magnetic tape).
- The current computer configuration involves five magnetic tape units and only one disc unit. The former do not permit the speed of access that disc units do. The latter are scheduled to be installed by next year (1972) and will be necessary to make the best use of the on-line environment proposed for Stage III.

Data to be Entered on the Computer File. See Appendix III for a list of the items I propose to have added to the Student Information System file.

The Admissions Schedule should allow for final decisions early enough in the year to dispel student anxiety about admissions, but late enough to accommodate those who may decide to apply late. Spaces in programs may be filled at any time during the year. If this system of "rolling admissions" gives preference to those who apply early, so be it. Some students may be closed out of programs because they applied late. Also, under this system, a student who applies in July to a program and campus as first choice may find that the final spaces were taken in May or earlier by students who had the program as third choice. If everyone knows about the dates and the system, these shouldn't be considered problems. These situations exist now. However, it probably will be considered a problem if in July a student is without a college seat and his local campus has several hundred non-resident students enrolled. You cannot solve this problem to everyone's satisfaction unless you withdraw the idea of a maximum size for each campus. Therefore, I recommend that campuses publicize their admissions activity so that people will be aware of openings and closed programs.

It is appropriate for an open admissions state university system to operate on a modified first come, first served basis. (The qualifier refers to the fact that each campus unit will establish or continue its own selection criteria to be applied to candidates in the ORDER of their applications.) This system makes it obligatory that every campus unit advertise its opportunities and probable closing dates.

Application deadlines should be about (one month, six weeks, two months)* before the beginning of classes in the semester desired. Students should be encouraged to apply anytime after they have completed their junior year in high school. Each campus unit should make a commitment to announce admissions decisions (one month, six weeks, two months) after applicants' files are complete. I do not intend to create "waves" or phases with application deadlines after which all candidates are compared to each other. However, I do intend to speed up the admissions process by recommending that every campus unit guarantee that it will announce its decisions to applicants within some short but reasonable time span.

This system should encourage students to apply earlier THAN THEY DO NOW and enable the various admissions offices to spread out their work loads over a longer period.

Although it is not absolutely necessary for all campus units to have a uniform schedule, it would help students if there were only a few deadlines to remember. Adherence to deadlines will help schools meet their enrollment goals. I suggest that all units maintain a similar schedule for regular admission to the fall and spring semesters. Deviations should be permitted for accelerated and early decision programs.

If his admissions file is completed, a student should know the admissions decision within (one month, six weeks, two months) after applying, whether he is admitted, redirected, or placed on a waiting list. The campus unit should request a commitment, a deposit, for example, from accepted students within a specified period of time so that it can keep track of its open and committed spaces.

Requiring a commitment from students may appear to cause hardship for thosewho are applying to mainland or other campuses that announce their decisions later than my suggested date for a commitment. In my experience, most campuses are flexible and will inform a student of his status when he faces a dilemma of this kind. Many state universities announce their admissions decisions in late fall and early winter.

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* See note, page 16.

There is an argument that says it is better psychologically for students to receive one affirmative reply to their application rather than one or more negative replies followed by an affirmative reply. On the other hand, students should know the status of their applications at all stages. They and their high school counselors should know where new information should be sent. Therefore, I think applicants should be told when their files have been redirected to the SECOND or other choice campuses.

The APC will monitor the admissions schedule by noting the dates applications are received and completed. By checking the status of applications every (twenty, thirty) days, it can remind campus units that decisions about particular applicants are due.

The campus unit (campus, school, college, or division) admissions counseling group and faculty committee will review the credentials of their applicants, or establish the criteria to be employed by another group that will review the applications, and decisions will be made: "yes" (admit), "redirect," or "hold". This last, a waiting list category, could put students at a disadvantage and undermine the whole system unless it were regulated carefully. I suggest limiting to thirty days the amount of time a student may remain in this status. This procedure will result in some completed applications waiting in the system*

The decision to redirect does not mean that one unit is making another's admissions decision. However, each unit must realize that it is part of a system and that its decisions affect others in the system. Each campus has system-wide responsibilities in admissions.

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*For ten weeks,(six weeks) plus 30 days, without a final decision. I do not think that this should be encouraged.

Decisions will be based on established criteria, spaces available, and orders of priority, e.g., state residents, first-time freshmen, transfers, disadvantaged within these two groups, etc. Criteria should recognize the individual differences of people and the desirability of a division of labor among institutions; i.e., campus units cannot all offer the same programs.

For this process, the Manoa admissions office will probably continue to serve as the processing center for Manoa units.

- In many cases, decisions will be made with less than seven terms of high school grades. I don't think that this is a problem. Many universities follow this procedure. Some use the student's own report of his grades and these have been found to be very reliable. The provisional OFFER OF admission should be confirmed if the final term's or year's grades are at same level of performance as former terms. This is the present procedure at most colleges. If the final grades raise questions, a counseling interview should be required.
- In the future, decisions about admission, financial aid, housing, and academic placement should be made and announced at the same time.
    - A complete program of dispersion requires this.
    - Academic Placement decisions: Credit by department examinations, College Level Examination Program (CLEP), and other tests for high school juniors, graduates, transfers, and adults for college-level work, self-study, and skills learned while employed.
- The campus unit should request a commitment, either the student's word or some of his money in the form of an advance tuition deposit, to discourage "no shows," i.e., students who fail to matriculate after they SAY they WILL. A commitment from students is required SO THAT campuses MAY audit the number of spaces they have available. The number of offers should be higher to allow for "no shows."
- If the campus units decision is "redirect," it will send the appli-

cation file, including update cards, supplementary information, financial aid papers, etc., to the next choice unit.

- If the decision is "hold" or waiting list, the student must be told how long he will wait and how this might affect his other choices. (The admissions reports were designed to include this category in "No Final Action".)
- If the decision is "yes," the student should be informed. If he accepts, the system should generate registration material for him.

The campus unit must inform the APC of the admissions decision so that it can close the file or note where the student's folder has been redirected. Student files should include forms and update cards for campus units to use: one card for APC, one form for the student's dossier, a form for the campus unit to keep for its own records, and a letter to the student telling him the decision. This continuous informing of APC will enable it to update its computer file and issue new statistical reports for the campuses, the system office, high schools, and the news media. One of these reports should be a list of applicants with their current status and location of their application noted so that late information may be directed to the proper campus.

- Each campus that has had the same student's dossier should have in their alphabetical files a card that shows when and why the folder left the campus and where it went.
- Students' high schools should receive copies of the admissions action letters. Only by knowing which students are having difficulty gaining admission will counselors be able to follow through effectively.

Based on the experience of other admissions systems with similar goals and procedures, I think that about 80% of the applicants to the system will receive either their first or second choice. If a student's choices have been exhausted and he has not been admitted anywhere, his file should be returned to the APC. The student should be advised about other options - the programs that have openings - and invited by APC to talk to an admissions counselor at a campus near his home. APC is to audit the system to see to the placement of all applicants in some on- or off-campus program. President Cleveland would like to see the APC act as a mediator, i.e., to negotiate with units about accepting students who have not been admitted elsewhere. For this function to be fulfilled in a satisfactory way, the Center either should have its own counseling staff--an inefficient set-up--or the authority to call on the staffs of neighbor campuses. These admissions counselors, as "circuit riding" representatives of the system, could spend several days advising students at various locations.

For the present, I am in favor of a small central computer staff reporting to the Vice President for Academic Affairs. This small group could ask different campuses to help particular students find places in the system.

The burden of proof about admissibility should be on the system, i.e., the campus units, not on the applicant. If the admissions "fit" between a student and a campus unit is wrong, and after a student has completed the basic transfer program in a community college, it should be easy for him to transfer to another campus or off-campus program: community college (C.C.) to C.C., C.C. to 4-year institution, 4-year to C.C., 4-year to 4-year, either to an off-campus opportunity. Actually, the term "transfer applicant" implies that one must be "admitted" as a student, but the promise of the system is that students may move along according to their achievement. Perhaps these students should be in another category and follow a simpler procedure rather than filing an application to a new unit. This situation will be resolved easily in Stage III when the system has the capacity for centralized record keeping. Then, transfer within the system will be accomplished by pushing a button. For now, I believe that in-system transfers should use a form such as the "College and Curriculum Transfer Request;" this would make transferring as easy as changing majors. Transfers from outside of the system should use the same forms as freshmen.

Admissions Criteria

(Doug Price will pursue this topic with Chancellors, Provosts, Deans, and other officers of campus units. I recommend that no new requirements be imposed this year. Too many students and counselors have read the current brochures. However, new/weighting of criteria might be employed.)

The faculty, administration, and students of each campus unit should establish admissions criteria. However, each campus must remember that it is part of a system. The actual decision-making, in most cases, will be delegated to an admissions staff.

One or a combination of the following criteria could be employed. If each campus is to be distinctive, it cannot be accessible to everyone regardless of his ability, motivation, plans and needs. However, if a student is admissible, i.e., if he meets the minimum standards and he wants a unique or special program such as music or science, he should be admitted.

1. First come, first served:
    - With current, *new or no criteria;
2. Lottery, with current, *new, or no criteria:

    * Current Manoa criteria - A minimum of 425 SAT Verbal and Math, top 40% of H.S. class, a 2.0 average for Hawaii H.S.

graduates and a 2.4 for mainland graduates; a positive recommendation; plus special requirements for particular fields.

3. Set higher minimum academic standards, e.g., higher H.S. gradepoint ratio;
4. Geographic location: proximity to a local campus unit;
5. Curriculum choice and needs;
6. Motivation for special programs;
7. Non-intellective characteristics:
   - Readiness for the type of campus and curriculum chosen.

- I agree with the recommendation that units should establish minimum standards and apply them to applicants during the admissions year. Units should not wait until the end of the year to make their decisions. To do so would be unfair to students and other campuses. If, at any given time, there are more qualified applicants than spaces, consideration should be given to each student's field of interest--can they be pursued at one campus better than another? -- and the total student mix on the campus. Random numbers could be used to select the remaining applicants.
- The criteria set by the campus units should be validated regularly.

Registration and Orientation

Students who accept their offer of admission by submitting an advance tuition deposit, or another sign of commitment, should receive packets of information about registration and orientation by return mail. Rolling admissions and the general freeing of admissions counselors from the clerical duties associated with data preparation and handling should permit most campus units to offer small group advising sessions during the spring and summer. Although the propensity is high for many students interested in community colleges to apply late, I don't think this is sufficient argument against this idea.

In the term before registration is expected, each campus unit could invite accepted students to choose the days they could come to the campus for placement testing, advising, registration and orientation. Each small group would have from eight to fifteen new students and there could be as many groups meeting simultaneously as there were group leaders. This intensive program would include discussions with faculty members about the nature of higher education at the campus, advisers about academic programs, placement counselors about career opportunities, and students about campus life. The size of the State and the distribution of students on and by counties makes it possible to invite students to their future campuses with the expectation that a high proportion would attend the meetings. For students in remote places, campus units could combine teams and go to the students' home areas.

These sessions do not have to register all students in all courses. They could advise for fall registration or permit registration in a few core courses. The program is flexible.

At these small group sessions, or at a large registration program, students could complete questionnaires that would collect more information than the basic application requests. For example, information about housing. Also, at these meetings, students could review, update, and verify a copy of their basic application form that could become their registration form. This procedure would reduce significantly the time it would take to register. Also, it would make use of the proposed admissions computer file and eliminate the steps necessary to prepare the present registration file.

A detailed proposal for registration and orientation will require more analysis and discussion than I have had time to pursue.

If you have completed 24 or more college credits, disregard page 0

APPENDIX I

PERSONALITY RECORD (Confidential)

PERSONAL CHARACTERISTICS OF ....
LAST NAME FIRST NAME MIDDLE NAME

The following characterizations are descriptions of behavior. It is recommended that where possible the judgments of a number of the pupil's present teachers be indicated by the use of the following method or by checks:

Example: MOTIVATION		1 ✓	M (5) ✓✓✓✓✓		2 ✓✓
	Purposeless	Vacillating	Usually Purposeful	Effectively motivated	Highly motivated

M (5) indicates the most common or modal behavior of the pupil as shown by the agreement of five of the eight teachers, reporting. The location of the numerals to the left and right indicates that one teacher considers the pupil **vacillating** and that two teachers consider him **highly motivated.** If preferred, the subject fields or other areas of relationship with the pupil may be used to replace the numerals.

1. MOTIVATION	Purposeless	Vacillating	Usually purposeful	Effectively motivated	Highly motivated
2. INDUSTRY	Seldom works even under pressure	Needs constant pressure	Needs occasional prodding	Prepares assigned work regularly	Seeks additional work
3. INITIATIVE	Merely conforms	Seldom initiates	Frequently initiates	Consistently self-reliant	Actively creative
4. INFLUENCE AND LEADERSHIP	Negative	Co-operative but retiring	Sometimes in minor affairs	Contributing in important affairs	Judgment respected—makes things go
5. CONCERN FOR OTHERS	Indifferent	Self-centered	Somewhat socially concerned	Generally concerned	Deeply and actively concerned
6. RESPONSIBILITY	Unreliable	Somewhat dependable	Usually dependable	Conscientious	Assumes much responsibility
7. INTEGRITY	Not dependable	Questionable at times	Generally honest	Reliable, dependable	Consistently trustworthy
8. EMOTIONAL STABILITY	Hyperemotional Apathetic	Excitable Unresponsive	Usually well-balanced	Well-balanced	Exceptionally stable

Significant school activities and special interests or abilities. List membership and offices held in school activities.

Significant limitations (physical, social, emotional):

Principal's or School Officer's Comments and Recommendations

1. Specific statement concerning the applicant's fitness for acceptance by the University:

2. Principal's estimate of applicant's future success, based on the purpose of this application.

☐ Little success ☐ May encounter some difficulty ☐ Average ☐ Above average ☐ Superior

3. **Specific recommendation** ☐ Recommended ☐ Recommended with reservation ☐ Not recommended

Date .... Signature .... Title ....

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Selected Questions for Use in Admissions Selection or College Advising

What subjects of study are of especial interest to you?

Given the choice, what type of learning environment would you elect? Circle one of each pair: large college/small college; structured study/independent study; urban setting/pastoral setting; "social" climate/"intellectual" climate.

What do you need from higher education? What do you want from higher education?

During the past year, how many non-required books did you read?______ Which one had the greatest impact on you?____________________

What is your father's occupation?______________If deceased, when did he die?__________

What is the highest level of schooling he completed - circle one: (a) less than 8th grade; (b) some high school; (c) high school graduate; (d) some college; (e) Associate degree or equivalent; (f) Bachelors degree; (g) advanced study beyond Bachelors but less than Doctoral; (h) Doctor's degree or equivalent.

What is your mother's occupation?______________If deceased, when did she die?__________

What is the highest level of schooling she completed - circle one (refer to above): (a), (b), (c), (d), (e), (f), (g), (h)

Number of brothers older than you?________ Younger than you?________ Same?__________

Number of sisters older than you?________ Younger than you?________ Same?__________

Have any gone to college?______________ Where?____________________

List your favorite school, community, and/or home-based activities:____________________

In which activities did you develop or exhibit particular skills, achievement, or evidence of leadership?____________________

Have you demonstrated particular motivation for some field of endeavor?__________

What field?________________What signs of motivation?__________

List any Honors or awards you have earned:____________________

What magazines or other periodicals do you read regularly?____________________

Have you worked during the school year?______________ Where, and for how many hours per week?____________________

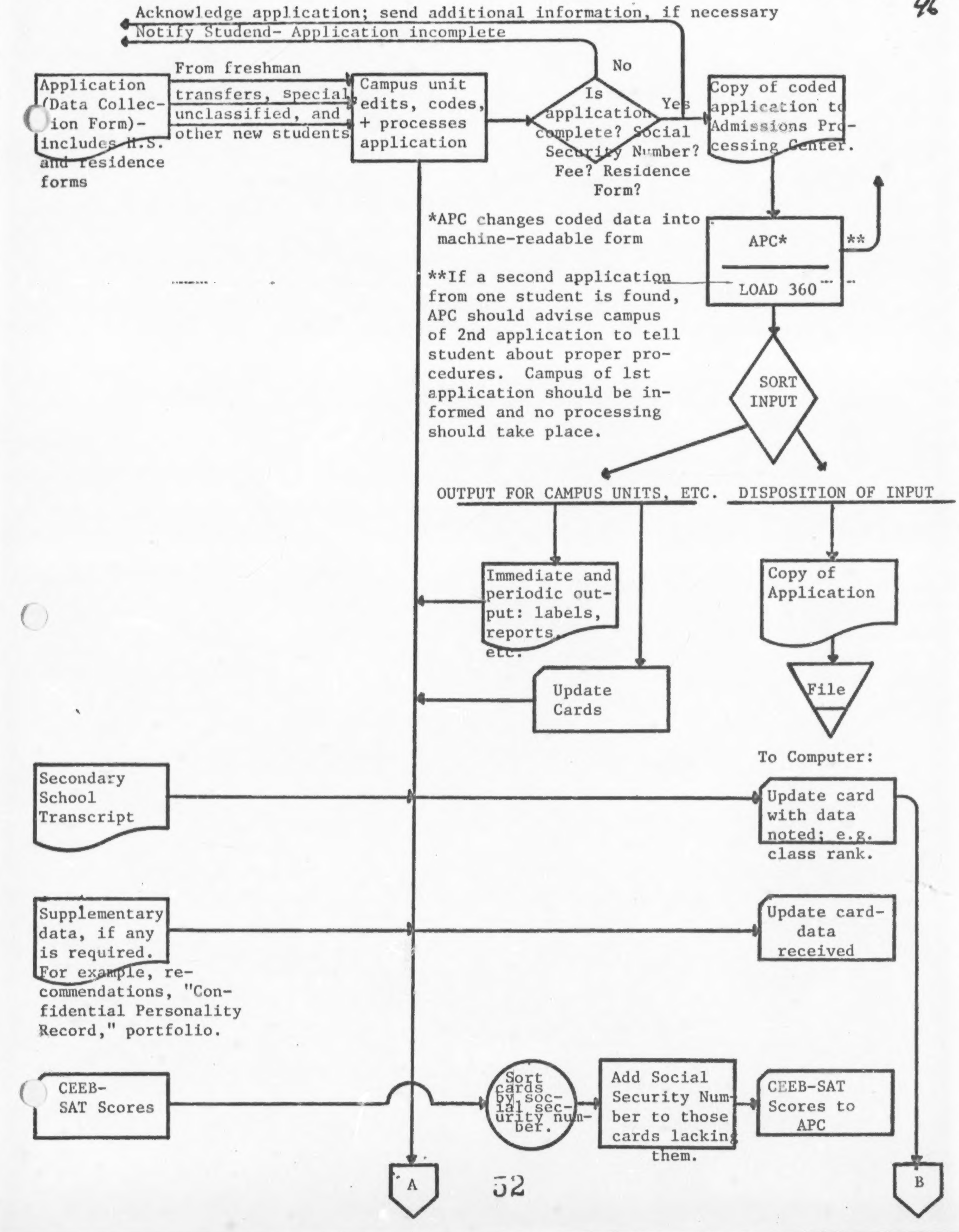
What did you do the last two summers? If you worked, where, and for how many hours per week?

When did you or do you plan to take the required College Board Aptitude and Achievement tests?____________________

If you are not now registered in a school or college, what have you been doing since your last enrollment?____________________

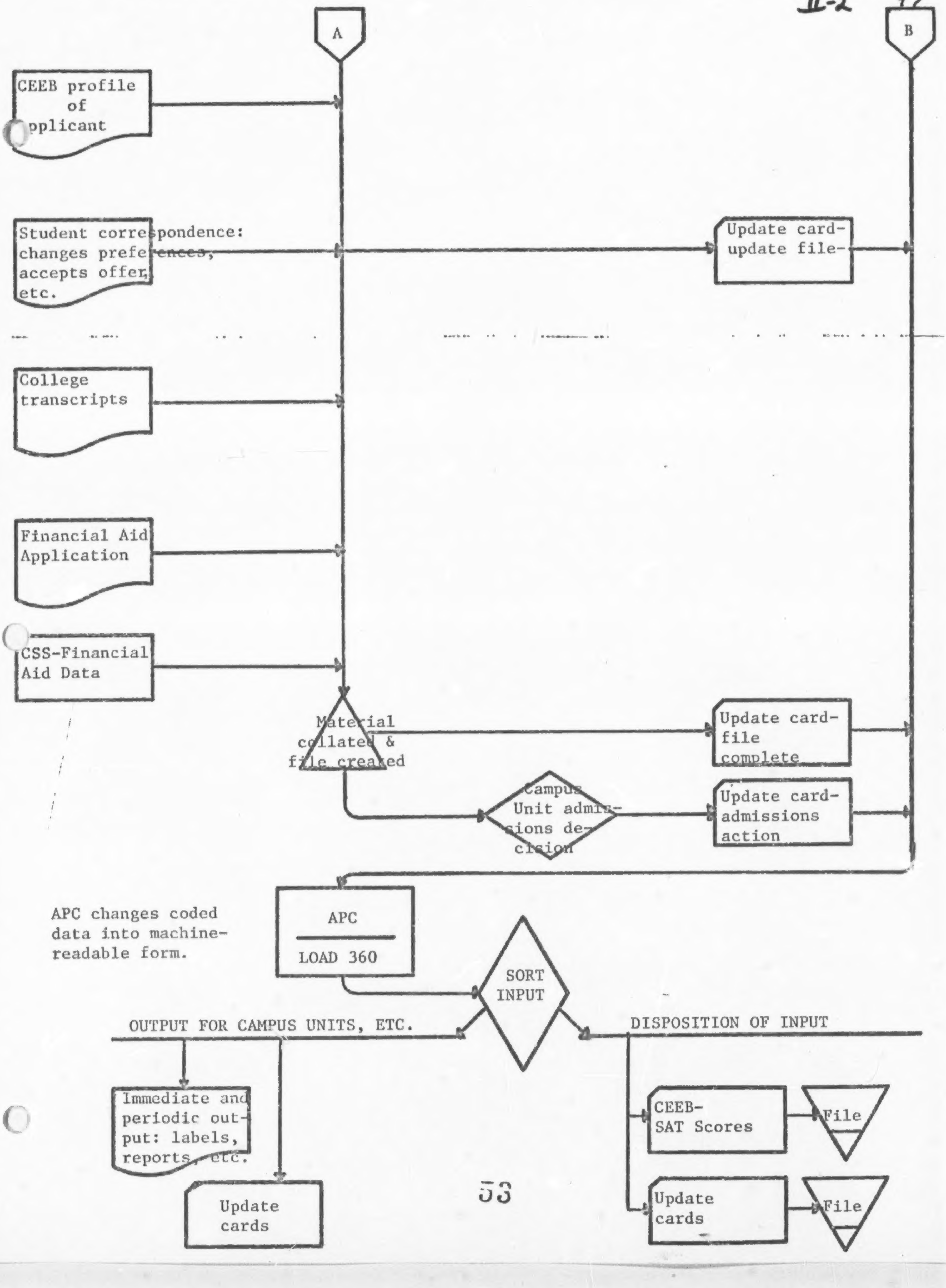
Are there any health problems, mental or physical, which may affect your success in college? ______________What?______________

46


Acknowledge application; send additional information, if necessary
Notify Studend- Application incomplete
No
From freshman
transfers, special
unclassified, and
other new students
Application (Data Collection Form)- includes H.S. and residence forms
Campus unit edits, codes, + processes application
Is application complete? Social Security Number? Fee? Residence Form?
Yes
Copy of coded application to Admissions Processing Center.
APC*
LOAD 360
**
SORT INPUT
OUTPUT FOR CAMPUS UNITS, ETC.
DISPOSITION OF INPUT
Immediate and periodic output: labels, reports, etc.
Update Cards
Copy of Application
File
To Computer:
Secondary School Transcript
Update card with data noted; e.g. class rank.
Supplementary data, if any is required. For example, recommendations, "Confidential Personality Record," portfolio.
Update card-data received
CEEB-SAT Scores
Sort cards by social security number.
Add Social Security Number to those cards lacking them.
CEEB-SAT Scores to APC
A
B

*APC changes coded data into machine-readable form

**If a second application from one student is found, APC should advise campus of 2nd application to tell student about proper procedures. Campus of 1st application should be informed and no processing should take place.


A
B
CEEB profile of applicant
Student correspondence: changes preferences, accepts offer, etc.
Update card-update file-
College transcripts
Financial Aid Application
CSS-Financial Aid Data
Material collated & file created
Update card-file complete
Campus Unit admissions decision
Update card-admissions action
APC
LOAD 360
APC changes coded data into machine-readable form.
SORT INPUT
OUTPUT FOR CAMPUS UNITS, ETC.
DISPOSITION OF INPUT
Immediate and periodic output: labels, reports, etc.
Update cards
CEEB-SAT Scores
File
Update cards
File

THE ADMISSIONS FILE: FIELD NAMES AND ELEMENTS

- Data collection form to "Notification of Change Form" to 1st card punched
- Update card
- CEEB card
- SIS file

Field Code	Field Name/Elements included	Source	No. of Positions	1) Existing SIS File 2) New Item
The University of Hawaii Management Systems Office has these for existing fields.	Application Number or Social Security Number	Data Collection Form	9	1
	Applicant name First Middle Initial Last	"	24	1
	Parent's Address	"		1
	Street & Number City or Province; State or Country		54	
	Zip Code		5	
	Local Address	"		
	Street & Number			1
	City or Province; State or Country		54	
	Zip Code		5	
	Sex Male Female	"	1	1
	Citizenship Codes	"	3	1
	Resident Code RES - 01 NON-RES - 02 " " - 03 " " - 04 " " - 05 " " - 06	Campus determines category	2	1

Field Code	Field Name/Elements included	Source	No. of Positions	1) Existing SIS Fi 2) New Item
	Birthdate Month (2) Day (2) Year (2)	Data Collection Form	6	1
	Eligible for Opportunity Program - YES - NO	Campus determines	1	2
	Curriculum — Campus Unit Choice - One 2-5 letter code to represent each curriculum and a 3-letter code for the campus on which it is offered. Students have four choices. See Appendix IV.	Data Collection Form or Update Card	32 (4X8)	1
	Class			
	if 4-year campus	"	2	1
[illegible]	Freshman			
02	Sophomore			
03	Junior			
04	Senior			
09	Unclassified Undergraduate			
xx	Special			2
	if 2-year campus	"	2	1
01	Freshman			
10	Sophomore			
20	Unclassified Student			
30	Auditor			
40	Special student			
	Student Status	"	2	1
01	- Continuing			
02	- Returning			
03	- Readmit			
04	- New			
05	- Transfer (includes returnees with advanced standing)	Campus Determines		
	- Transfer from within the System (TRAN F/IN)	"	2	2
	- Transfer from outside the System (TRAN F/EX)	"	2	2

Field Code	Field Name/Elements included	Source	No. of Positions	1) Existing SIS Fi 2) New Item
	Advanced Standing	Data Collection Form or Update Card	3	1
	Two-Year College Educational Objective Codes	"	2	1
99	Associate in Arts - College Transfer			
98	Associate in Arts - Non College Transfer			
97	Associate in Science			
96	2-1 1/2 Year Certificate			
95	1 Year Certificate			
94	Less than One Year Certificate			
87	Special			
86	Unclassified			
[illegible]	Auditor			
	Four-Year College Educational Objective Code	"	2	1
	Bachelor's			
	Associate			
	Certificate			
	Special			
	Unclassified			
	First Entering UH Date	"	4	1
	Month (2)			
	Year (2)			
	Semester/Year	"	3	1
	Type of school now attending	Data Collection form	1	2
	1. Public Secondary School			
	2. Independent Secondary School			
	3. Parochial Secondary School			
	4. Two-Year College			
	5. Four-Year College			

ield Code	Field Name/Elements included	Source	No. of Positions	1) Existing SIS Fil 2) New Item
	High School Name, State or Country	Data Collection Form and SIS File		1
	High School Codes Hawaii (CEEB Number) Other States or foreign countries--use State or Country code plus 01 = HS 02 = CC 03 = 4 Yr. College or Univ.	"	6	1
	H.S. Rank in Quintiles: 3 times	Data Collection form and Update Card	3 (3X1)	2
	H.S. Class Rank: 3 times	"	9 (3X3)	2
	H.S. Class Size: 3 times	"	12 (3X4)	2
	Converted H.S. Rank: 3 times	Calculated	9 (3X3)	2
	H.S. Grade Point Ratio:3 times	Data Collection form or Update Card	9 (3X3)	1
	H.S. Recommendation: 3 times	"	3 (3X1)	1
	Converted Rank Code	Program Automatic	2	2
	CEEB Scores Breakdown in SIS File	CEEB Card	26	1
	Supplementary Information	Update Card	1	2
	Application Complete	"	1	2
	SAT-V Median	Computed	3	2
	SAT-M Median	"	3	2
	SAT-V Range	"	7	2

Field Code	Field Name/Elements included	Source	No. of Positions	1) Existing SIS File 2) New Item
	SAT-M Range	Computed	7	2
	Converted H.S. Rank Median	"	3	2
	Converted H.S. Rank Range	"	7	2
	Date (Day-2, Month-2) Folder Sent to Campus of			
	2nd Choice	Update Card	4	2
	3rd Choice	"	4	2
	4th Choice	"	4	2
	Where: code for each choice, 2nd, 3rd, 4th	"	9 (3X3)	1
	Number of Days Application Under Review	Calculated	2	2
	Admissions Actions (1) and Date (6) -Day (2) -Month (2) -Year (2) Accepted Redirected No Final Action Entering	Update Card	7 (1+6)	2
	Application Process Date Month - 2 Day - 2 Year - 2	NOTIFICATON OF CHANGE FORM AND UPDATE CARD	6	2
	Latest Update: Day (2) Month (2) Year (2)	"	6	1

Field Code	Field Name/Elements included	Source	No. of Positions	1) Existing SIS File 2) New Item
	College - Manoa	SIS File	2	1
10	- Arts & Sciences			
11	- Business Administration			
12	- Education			
13	- Engineering			
14	- Tropical Agriculture			
15	- Human Resources Dev.			
17	- School of Medicine			
18	- School of Nursing			
21	- Cont. Educ. & Comm. Serv.			
26	- Schoof of T.I.M.			
30	- New College			
	College - Hilo	"	2	1
	Community Colleges	"	2	1
	- Hawaii CC			
	- Honolulu CC			
	- Kapiolani CC			
	- Kauai CC			
	- Leeward CC			
	- Maui CC			
	Code for each campus	"	3	1
	Curriculum (majors)	"	3	1
	- for 4-Year Colleges (see Code Book)			
	e.g. General Pre-Dental Pre-Education, etc. Architecture Art, etc.			
	Major Codes for Community Colleges	"	3	1
	- One code identifies major and all places where offered (see Code Book)			
	Campus Unit Abbreviations Used in Computer-Produced Reports	" (See Reports Appendix VI)	5	1

ield Code	Field Name/Elements included	Source	No. of Positions	1) Existing SIS Fil 2) New Item
	College Code (CEEB) - Hawaii CC - ? - Honolulu CC - 120120 - Kapiolani CC - 124377 - Kauai CC - 124378 - Leeward CC - 124410 - Maui CC - 124510 - Manoa - 124867 - Hilo - 124869	SIS File	6	1
	Label Code	Not a Field	1	2
	Transfer/Other Curriculum Code "Other" to include non-transfer CC programs	"	1	2
	Number Who Received Choice #1, #2, #3, #4	"	5 each	2
	Need 5 More Update Cards	Update Card	1	2

CURRICULUM-CAMPUS CODE CHART

Major name and abbreviation. Please put the two to five letter abbreviation from this column in the five-box code section (| | | | |)

An "X" indicates that the major listed to the left is offered at the campus (es) noted here. Please put the three letter abbreviation for the proper campus, one which offers the major you want, in the three-box code section (| | |) next to your curriculum choice.

MAJOR NAME AND ABBREVIATION		HAWAII (HAW)	HONOLULU (HON)	KAPIOLANI (KAP)	KAUAI (KAU)	LEEWARD (LEE)	MAUI (MAU)	HILO (HIL)	MANOA (MAN)
Accounting (2-Year)	(ACC)	X		X	X	X	X		
Accounting (4-Year)	(ACC)								X
Agriculture	(AGR)	X							
Agriculture, Tropical (2-Year)	(TAG)							X	
Agriculture, Tropical (4-Year)	(TAG)								X
Apparel Design & Construction	(AD&C)						X		
Applied Arts	(APART)		X						
Architectural Drafting & Technology	(ADT)		X		X		X		
Architecture	(ARCH)								X
Art (B.A.)	(ART)								X
Art (B.F.A.)	(BFA)								X
Auditor	(AUDIT)	X	X	X	X		X		
Auto Body Repair & Painting	(ABR&P)	X	X		X		X		
Auto Mechanics Technology	(AMT)	X	X		X	X	X		
Aviation Maintenance Technology	(AVMAT)		X						
Baking, Commercial	(CB)		X						
Biology (B.A.)	(BIOL)								X
Biology (B.S.)	(BBIOL)								X
Biology (Also See Liberal Arts)									
Building Maintenance	(BMAIN)						X		
Business Administration (4-Year)	(BUS)								X
Business Economics & Statistics	(BES)								X
Business Operations	(BUSOP)			X				X	
Carpentry	(CARP)	X	X		X		X		
Clerical, Bookkeeping	(CLBKG)			X					
Clerical, Front Office	(CLFOF)			X					
Clerical, General	(CLGN)			X					
Clerical, Stenography	(CLST)			X					

MAJOR NAME AND ABBREVIATION		HAWAII (HAW)	HONOLULU (HON)	KAPIOLANI (KAP)	KAUAI (KAU)	LEEWARD (LEE)	MAUI (MAU)	HILO (HIL)	MANOA (MAN)
Clerical, Typist	(CLTYP)			X		X			
Clinical Aide Training	(CAT)			X					
Community Health & Social Work	(CH&SW)			X					
Computer Science	(COMSC)					X			
Cosmetology	(COSME)		X						
Data Processing	(DPRO)	X		X					
Data Processing Operations	(DROP)			X					
Dental Assisting	(DENT)			X					
Dental Hygiene	(DH)								X
Diesel Mechanics	(DMCH)	X							
Drafting & Engineering Aide	(DRENG)	X							
Drafting Technology	(DT)					X			
Ecological Technology	(ETC)					X			
Education, Elementary	(ELEM)							X	X
Education, Secondary	(SEC)							X	X
Educational Assistant	(EDA)						X		
Educational Assistant-Pre School	(EDAPS)						X		
Electricity	(ELEC)	X							
Electronic Technology	(ET)	X							
Engineering, Civil	(CE)								X
Engineering, Electrical	(EE)								X
Engineering, General	(GE)								X
Engineering, Mechanical	(ME)								X
Engineering, Technology	(ENGT)		X			X			
Fashion Arts	(FA)		X						
Fashion Design, Textiles & Merchandising	(FDM)								X
Finance	(FIN)								X
Fire Science	(FS)	X	X		X				
Food & Nutritional Sciences	(FNS)								X
Food Service, Culinary Arts	(FSCA)			X					
Food Service, Dining Room	(FSDR)		X						
Food Service, Management	(FSMAN)		X						
General Business	(GBUS)				X				
General Office Training	(GOT)						X		

62

MAJOR NAME AND ABBREVIATION		HAWAII (HAW)	HONOLULU (HON)	KAPIOLANI (KAP)	KAUAI (KAU)	LEEWARD (LEE)	MAUI (MAU)	HILO (HIL)	MANOA (MAN)
Graphic Arts	(GA)					X			
Health Aide	(HA)						X		
Heavy Equipment Maintenance & Repair	(HEMR)		X						
Home Economics (2-Year)	(HE)							X	
Home Economics (4-Year)	(HE)								X
Hospitality Education	(HED)					X			
Hotel Operations, Mid-Management	(HOPER)			X			X		
Human Development	(HD)								X
Keypunch	(KP)			X					
Industrial Education	(IED)		X						
Industrial Electricity	(IE)		X						
Industrial Maintenance	(IMAIN)						X		
Liberal Arts	(LIART)	X	X	X	X	X	X	X	X
Library Technology	(LT)					X			
Machine Shop Technology	(MST)	X					X		
Maintenance Technology	(MAINT)					X			
Management (2-Year	(MANGT)					X			
Management (4-Year)	(MGT)								X
Marine Technology	(MT)					X			
Marketing	(MKT)					X			
Mathematics (See Liberal Arts)									
Medical Assisting	(MEDAS)			X					
Medical Technology	(MT)								X
Merchandising, Mid-Management	(MERCH)	X		X					
Metalworking Technology	(MWT)		X						
Music (B.A.)	(MUS)								X
Music (B.MUS.)	(BMUS)								X
Natural Sciences (See Liberal Arts)									
New Careers	(NC)		X						
New College	(NC)								X
Nurses' Aide Training	(NAT)			X					
Nursing, Professional	(NURS)								X
Nursing, Practical	(PRACN)	X		X	X				
Nursing, Technical (2-Year)	(TNURS)						X	X	
Personal Industrial Relations	(PIR)								X

63

MAJOR NAME AND ABBREVIATION		HAWAII (HAW)	HONOLULU (HON)	KAPIOLANI (KAP)	KAUAI (KAU)	LEEWARD (LEE)	MAUI (MAU)	HILO (HIL)	MANOA (MAN)
Physical Sciences (See Liberal Arts)									
Pre-Business	(P-B)							x	x
Pre-Dental	(P-D)								x
Pre-Education	(P-E)							x	x
Pre-Engineering	(G-E)							x	x
Pre-Medical	(P-M)								x
Pre-Medical Technology	(P-MT)								x
Pre-Nursing	(P-N)							x	x
Pre-Pharmacy	(P-P)								x
Pre-Recreation	(P-R)								x
Pre-Speech Pathology & Audiology	(P-SPA)								x
Police Science	(P-S)	x	x		x		x		
Radiologic Technician	(RTECH)			x					
Recreational Instructor Program	(RIP)					x			
Refrigeration Technology	(RAC)		x						
Restaurant/Food Service	(RFS)	x							
Sales	(SALES)			x					
Secretarial Science	(SECSC)	x		x	x	x	x		
Sheet Metal Technology	(SMT)						x		
Sheet Metal & Plastics Technology	(SMP)		x						
Short Order Cooking	(SHOC)			x					
Social Sciences (See Liberal Arts)									
Social Services Aide	(SSA)						x		
Speech Pathology & Audiology	(SPA)								x
Travel Industry Management (2-Year)	(TIM)							x	
Travel Industry Management (4-Year)	(TIM)								x
Unclassified	(UNCLS)	x	x	x	x	x	x	x	x
Welding & Sheet Metal	(WLDSM)	x							
Welding Technology	(WELD)		x		x		x		

Appendix V

Input / Output Format: Update Card; Notification of Change Form

The Update Card is to be produced by APC and used by campus units.

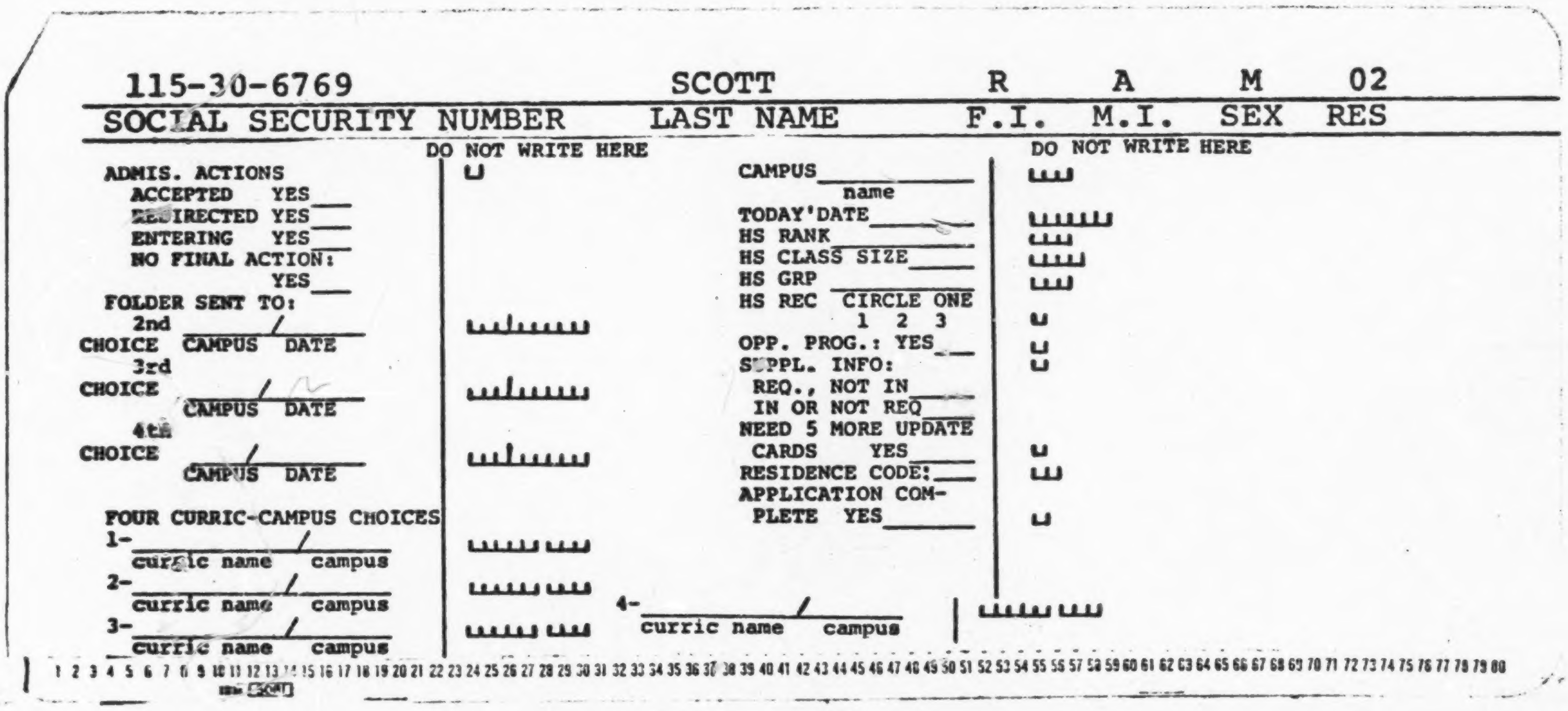
1. The card should have the following information printed but not keypunched:

   - Last Name
   - First Initial
   - Middle Initial
   - Sex
   - Residence code
   - Social Security Number

2. The card should have space to enter the following information:

Item	Number of Spaces Needed
Campus (3-letter code)	3
Today's date (6-digit form)	6
H.S. Rank - Quintile	1
H.S. Rank - Exact	3
H.S. Class Size	4
H.S. Grade Point Ratio	3
H.S. Recommendation	1
Opportunity Program Eligibility	1
Supplementary Information:	1
Required, not in	
In or not required	
Need five more update cards	1
Residence code	1
Application complete	1
Admissions actions	1
Folder sent to:	
Campus	3
Date	6
Four Curriculum-Campus Choices	32
Each Curriculum	5
Each Campus	3

The format of this card should be revised to meet special keypunching requirements.



115-30-6769 SCOTT R A M 02

SOCIAL SECURITY NUMBER LAST NAME F.I. M.I. SEX RES

DO NOT WRITE HERE

ADMIS. ACTIONS
ACCEPTED YES___
REDIRECTED YES___
ENTERING YES___
NO FINAL ACTION:
YES___
FOLDER SENT TO:
2nd CHOICE ___/___
CAMPUS DATE
3rd CHOICE ___/___
CAMPUS DATE
4th CHOICE ___/___
CAMPUS DATE
FOUR CURRIC-CAMPUS CHOICES
1-___/___
curric name campus
2-___/___
curric name campus
3-___/___
curric name campus

CAMPUS___
name
TODAY'DATE___
HS RANK___
HS CLASS SIZE___
HS GRP___
HS REC CIRCLE ONE
1 2 3
OPP. PROG.: YES___
SUPPL. INFO:
REQ., NOT IN___
IN OR NOT REQ___
NEED 5 MORE UPDATE CARDS YES___
RESIDENCE CODE:___
APPLICATION COMPLETE YES___
4-___/___
curric name campus

DO NOT WRITE HERE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

Other items in the file may be changed by using a revised version of the current "Notification of Change Form" (A/R F 002.2); See next page.

****
PRINT OR TYPE
****

NOTIFICATION OF CHANGE FORM

Name ______________________ Page ____ of ______

Date ________________

Campus ________________ Semester ________________

Type	(9) Student's Social Security No.		(24) Student's Name Last	First	M.I.		Item No.	Insert "*" after completing entry
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		
C		02				*		

THIS FORM IS USED TO CODE THE FIRST DATA ENTERED INTO THE SYSTEM

V-3

(61)

Computer Output

I. Discussion; II. Notes to the Reports; III. List; IV. Layouts

I. Discussion

APPENDIX II shows in graphic form the flow of information in the proposed state-wide admissions system. Once in the computer file, the data may be used in making calculations and assembled in different formats to assist campus communication with applicants; to manage the volume of varied information collected; to report to secondary schools, campus units, university administration, and news media the systems-wide admissions activity and spaces available; to issue to the concerned campuses regular reports about admissions candidates as a group and as individuals; and to monitor the helpfulness and efficiency of the system itself.

Some products, reports or labels, are scheduled for weekly printing and dissemination ; others are annual reports; still others are to be issued once per term. The system should be flexible enough (1) to issue any reports as often as they are needed and (2) to produce reports in different formats without delay. The proposed formats are not unique. Indeed, after using some reports for a year, I would expect that some will be changed, others will be increased in frequency of production, and still others will be deleted.

II. Notes to the Reports.

The reports include abbreviations that may not be understood readily. These notes should help the reader.

Admissions categories -

CERT:	A Certificate program in a community college.
FRESHMAN:	A first-year student.
UNCLASSIFIED/SPECIAL:	Non-degree candidates. These students may not be studying in a specific curriculum.
TRAN:	A Transfer curriculum in a community college.
TRAN F/IN, also TRANSFER 1:	Transfer from within; students who are moving between units in the State of Hawaii University System.
TRAN F/EX, also TRANSFER 2:	Transfers from colleges outside of the State of Hawaii system.

Admissions credentials -

CONV HS RANK:	Converted High School Class Rank. A standard scale on which to compare ranks from different class sizes. Class rank and class size are reported on the College Board 200-800 scale.
SAT:	College Entrance Examination Board Scholastic Aptitude Test. It has two scores; one for verbal and one for mathematical ability
INDEP, PAROCH, PUBLIC:	The three categories of secondary schools: Independent, Parochial, and Public.
LAST ADMISSIONS ACTION:	The last admissions decision made about an applicant.
RES CODE:	Residence Code
RES-1, NON-2, NON-3, NON-4, NON-5, NON-6:	Residents of Hawaii and five categories of non-residents.

CAMPUS/PROG:	Campus/ Program; curriculum choice and campus on which it is located.

Admissions decisions -

Accepted:	For students who have been offered admission to a unit of the State of Hawaii system.
Redirected:	For students whose credentials have been reviewed by a campus unit that has decided not to offer admission to them. Therefore, the credentials are to be sent to the student's next choice.
Entering:	For students who have accepted the offer of admission.
No Final Action:	For students whose files are incomplete, who have withdrawn before an admissions decision, whose files are in a "pending" category, and those who are otherwise without an admissions decision.

Curriculum -

ALHE:ALLIED HEALTH:	These programs include Medical Technology (Med Tech), Speech Pathology and Audiology (SP+A), Technical Nursing (TNURS, TECH NURS), Professional Nursing (PNURS, PROF NURS), and Dental Hygiene (DENTAL HYG).
ARTS & SCI:	Arts and Sciences, Manoa
NEW, NEW C:	New College, Manoa
BUS ADMIN:	Business Administration, Manoa
C.E.C.S.:	Continuing Education and Community Service, Manoa.
EDUC:	Education, Manoa. Junior level admissions; no academic profile provided.
H.R.D.:	Human Resources Development, Manoa.
LIB:	Liberal Arts or general studies curricula in community colleges
ENGR:	Engineering, Manoa.

LIB ARTS:	Liberal Arts
PRE BUS:	Pre-Business Administration
PRE ENGR:	Pre-Engineering
PRE HOME EC:	Pre-Home Economics
PRE NURS:	Pre-Nursing
PRE TIM:	Pre-Travel Industry Management.
PRE TROP AG:	Pre-Tropical Agriculture
PROF STUDY:	At Hilo, the upper-level professional programs in Education.
School of Nursing:	Includes Dental Hygience (D. Hyg., Dental Hyg), Technical Nursing (TNURS) and Professional (PNURS).
TIM:	Travel Industry Management
TROP AG:	Tropical Agriculture
VOC:	Vocational or career curricula in the community colleges.

Unless otherwise specified, figures include all class levels; all residence categories; and all applications, 1st, 2nd, 3rd, and 4th choices, not just the 1st choice applications to a campus. Not all columns will be filled in every report. For example, not all community college curricula are transfer programs. Therefore, some TRAN columns will be blank.

III. List of Output

Mailing Labels.

Hilo Freshman Academic Profile.

Manoa Freshman Academic Profile.

Admissions Activity by Class Level and Campus Unit.

Admissions Activity to Date by Campus Unit and Residence Status: Community Colleges

Admissions Activity to Date by Campus Unit, Residence, Class Level, and Sex: Applicants (also, Accepted and Entering Categories).

Alphabetic List of All Applicants, By Campus.

Alphabetic High School Action List of Applicants.

Community College Admissions Activity to Date By Campus Unit, Major, and Class Level.

Geographic Summary of Admissions Action Groups By County in Hawaii, Other U.S. States, and Foreign Countries.

High School Summary for Each Campus Unit.

Length of Admissions Review (For Four-Year Campus Units By Class Level and for Community Colleges By Program Type).

Most Common Preference Groupings of Applicants.

The Number of Students Applying and Enrolling in Campus Units As First Choice, Second Choice, Third Choice, Fourth Choice.

Profile of Applicants By Campus Unit, Admissions Status, and Degree Programs: Four-Year College Freshman. (also, Accepted, Redirected, and Entering Categories). Matrix of SAT Scores and Converted Class Rank of Applicant Groups, By Campus Unit: Four-Year College Freshmen (also, Accepted, Redirected, and Entering Categories.)

OUTPUT

Labels - one set to be produced for each application soon after the computer file is created.

- Name of student
- House number and street address
- City, State
  or or
  Province Country
- Zip Code

1. For the campus unit to mail preprinted postcards as acknowledgements of applications.
   - The card could include a statement about supplementary information.
2. For the campus unit to mail preprinted reminders of missing information.
3. For the campus unit to put on an admissions folder.
4. For campus unit mailings to accepted or redirected students.
5. For other similar uses.

OUTPUT - To Be Produced on Demand

- At Any Time, APC Should Be Able to Produce Mailing Labels For Students Who Lack SATs or Class Rank.

Mailing Label for Files that lack SATs	Mailing Label for Files that lack Class Rank
Student Name	Student Name
House Number and Street Name	House Number and Street Name
City or Province, State or Country	City or Province, State or Country
Zip Code	Zip Code
SATs Missing, DATE 00/00/00	HSR Missing, DATE 00/00/00

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144/10 6 PRINT CHART PROG. ID ______ PAGE ______ DATE ______

(SPACING: 144 POSITION SPAN, AT 10 CHARACTERS PER INCH, 6 LINES PER VERTICAL INCH)

IBM

PROGRAM TITLE ______

PROGRAMMER OR DOCUMENTALIST ______

CHART TITLE SEE LINE 2; TO BE ISSUED ONCE PER TERM, PERHAPS FEBRUARY AND SEPTEMBER, OR MORE FREQUENTLY IF REQUESTED.

CARRIAGE CONTROL

```
TODAY'S DATE:00/00/00  REPORT NO 0000
                               HILO FRESHMAN ACADEMIC PROFILE
           *                                                          *
           MEN   SAT-VERBAL      SAT MATH         CONV HS RANK        WOMEN SAT VERBAL     SAT MATH        CONV HS RANK
TOTAL      NO    MEDIAN RANGE    MEDIAN RANGE     MEDIAN RANGE        NO    MEDIAN RANGE   MEDIAN RANGE    MEDIAN RANGE
APPLICANTS 0000   000  000-000   00000  000-000    000  000-000       0000   000  000-000   000  000-000    000  000-000
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION

LIB ARTS
APPLICANTS
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION

PRE BUS
APPLICANTS
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION

PRE TIM
APPLICANTS
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION

PRE ENGR
APPLICANTS
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION

PRE NURS
APPLICANTS
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION
```

SAME
FORMAT FOR
PRE TROP AG
+ PRE HOME
EC

VI
69-8

144/10/6 PRINT CHART PROG. ID. ______ PAGE ______
(SPACING: 144 POSITION SPAN, AT 10 CHARACTERS PER INCH, 6 LINES PER VERTICAL INCH) DATE ______
PROGRAM TITLE ______
PROGRAMMER OR DOCUMENTALIST: ______
CHART TITLE SEE LINE 2; TO BE ISSUED ONCE PERTERM, PERHAPS FEBRUARY AND SEPTEMBER, OR MORE FREQUENTLY IF REQUESTED

Fold back at dotted line

Fold in at dotted line

IBM

NOTE: Dimensions on this sheet vary with humidity. Exact measurements should be calculated or scaled with a ruler rather than with the lines on this chart.

CARRIAGE CONTROL

```
TODAY'S DATE:00/00/00  REPORT NO 0000
                         MANOA FRESHMAN ACADEMIC PROFILE
          *                                                 *
          MEN  SAT VERBAL     SAT MATH    CONV HS RANK      WOMEN SAT VERBAL     SAT MATH     CONV HS RANK
TOTAL     NO    MEDIAN RANGE  MEDIAN RANGE MEDIAN RANGE     NO    MEDIAN RANGE   MEDIAN RANGE MEDIAN RANGE
APPLICANTS0000   000  000-000  000 000-000  000  000-000    0000   000  000-000   000 000-000  000  000-000
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION

ARTS + SCI
APPLICANTS
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION

NEW C
APPLICANTS
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION

BUS ADMIN
APPLICANTS
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION

TIM
APPLICANTS
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION

EDUC
APPLICANTS
ACCEPTED
REDIRECTED
ENTERING
NO FINAL
    ACTION
```

SAME FORMAT
FOR
ENGINEERING
MED TECH
SP + A
PROF NURS
TECH NURS
DENTAL HYG
TROP AG
HRD
CECS

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144/10/6 PRINT CHART PROG. ID. ______ PAGE ______

(SPACING: 144 POSITION SPAN, AT 10 CHARACTERS PER INCH, 6 LINES PER VERTICAL INCH) DATE ______

PROGRAM TITLE ______

PROGRAMMER OR DOCUMENTALIST: ______

CHART TITLE See Line 2; TO BE ISSUED WEEKLY, OCTOBER 1 THROUGH SEPTEMBER 1, OR MORE FREQUENTLY IF REQUESTED

CARRIAGE CONTROL

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Fold in at dotted line

IBM

```
TODAY'S DATE:00/00/00  REPORT NO 0000
                            ADMISSIONS ACTIVITY BY CLASS LEVEL AND CAMPUS UNIT

HILO       TOTAL SPACES     APPLICANTS        ACCEPTED          REDIRECTED        ENTERING          NO FINAL ACTION
            AVAILABLE
           FRESH TRAN UNCL  FRESH TRAN UNCL   FRESH TRAN UNCL   FRESH TRAN UNCL   FRESH TRAN UNCL   FRESH TRAN UNCL

LIB ARTS   0000  0000 0000  0000  0000 0000   0000  0000 0000   0000  0000 0000   0000  0000 0000   0000  0000 0000
PRE BUS
PRE TIM
PRE ENGR
PRE NURS
PRE TROPAG
PRE HOMEEC
PROF STUDY



MANOA

ARTS + SC 0000  0000 0000  0000  0000 0000   0000  0000 0000   0000  0000 0000   0000  0000 0000   0000  0000 0000
NEW C
BUS AD
TIM
EDUC
ENGR
MEDTECH
SPTA
PROF NURS
TECH NURS
DENTAL HYG
TROP AG
HRD
CECS
```

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71 -10
VI

144/10/6 PRINT CHART PROG. ID. ______________ PAGE ______
(SPACING: 144 POSITION SPAN, AT 10 CHARACTERS PER INCH, 6 LINES PER VERTICAL INCH) DATE ______
PROGRAM TITLE ______________
PROGRAMMER OR DOCUMENTALIST: ______________
CHART TITLE SEE LINE 2; TO BE ISSUED WEEKLY OR MORE FREQUENTLY IF REQUESTED

IBM

← Fold back at dotted line

← Fold in at dotted line

CARRIAGE CONTROL

```
TODAY'S DATE:00/00/00  REPORT NO 0000
                          ADMISSIONS ACTIVITY TO DATE BY CAMPUS UNIT AND RESIDENCE STATUS:COMMUNITY COLLEGES

COMMUNITY NEW SPACESAVAIL     APPLICANTS          ACCEPTED            REDIRECTED          ENTERING            NO FINAL ACTION
COLLEGES  RES1 NON2 NON3 NON4 RES1 NON2 NON3 NON4 RES1 NON2 NON3 NON4 RES1 NON2 NON3 NON4 RES1 NON2 NON3 NON4 RES1 NON2 NON3 NON4
TOTAL     0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000
               NON5 NON6           NON5 NON6           NON5 NON6           NON5 NON6           NON5 NON6           NON5 NON6
               0000 0000           0000 0000           0000 0000           0000 0000           0000 0000           0000 0000

HAWAII CC RES1 NON2 NON3 NON4 RES1 NON2 NON3 NON4 RES1 NON2 NON3 NON4 RES1 NON2 NON3 NON4 RES1 NON2 NON3 NON4 RES1 NON2 NON3 NON4
          0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000
               NON5 NON6           NON5 NON6           NON5 NON6           NON5 NON6           NON5 NON6           NON5 NON6
               0000 0000           0000 0000           0000 0000           0000 0000           0000 0000           0000 0000

HONOLULU
```

USE THE
SAME FORMAT
FOR
HONOLULU →
KAPIOLANI
KAUAI
LEEWARD
MAUI

← Fold back at dotted line

← Fold in at dotted line

CHART TITLE : SEE LINE 2; TO BE ISSUED WEEKLY OR MORE FREQUENTLY IF REQUESTED.
USE THE SAME FORMAT FOR APPLICANTS, ACCEPTED, AND ENTERING CATEGORIES

```
                TODAY'S DATE:00/00/00  REPORT NO 0000
                                 ADMISSIONS ACTIVITY TO DATE BY CAMPUS UNIT, RESIDENCE, CLASS LEVEL: APPLICANTS BY SEX

                HILO    *TOTAL *FRESHMAN*SOPH *JUNIOR*SENIOR*UNCLAS*SPECIAL*TRAN F/IN*TRAN F/EX
                        *      *        *     *      *      *      *       *         *
                TOTAL    0000   0000     0000  0000   0000   0000   0000    0000      0000
                RESI
                NON2
                NON3
                NON4
                NON5
                NON6
                MALE
                FEMALE

  USE SAME      LIB ARTS
  FORMAT FOR    RESI
   PRE-BUS      NON2
   PRE-TIM      NON3
   PRE-ENGR     NON4
   PRE-NURS     NON5
   PRE-TROPAG   NON6
   PRE-HOMEEC   MALE
   PROF STUDY   FEMALE

                MANOA

                TOTAL
                RESI
                NON2
                NON3
                NON4
                NON5
   USE SAME     NON6
   FORMAT       MALE
    FOR         FEMALE
     NEW C
     BUS.AD     ARTS+SCI
     TIM        RESI
     EDUC.      NON2
     ENGR       NON3
     MED TECH   NON4
     SP+A       NON5
     PROF. NURS. NON6
     TECH. NURS. MALE
     DENTAL HYG FEMALE
     TROP. AG.
     H.R.D.
     CECS
```

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73-12
VI

IBM

X24-6437 10 6 PRINT CHART PROG. ID

PROGRAM TITLE

PROGRAMMER OR DOCUMENTALIST

CHART TITLE SEE LINE 2; TO BE ISSUED ONCE PER TERM, FEBRUARY AND SEPTEMBER, OR AS OFTEN AS REQUESTED.

CARRIAGE CONTROL

```
TODAY'S DATE 00/00/00  REPORT NO 0000
                          ALPHABETIC ACTION LIST OF ALL APPLICANTS BY CAMPUS

CAMPUS   STUDENT NAME                SOCIAL SEC SEX PROGRAM OR      ADA ACTION SAT SCORES  CONV HS HIGHSCHOOL NAME  CLASS LEVEL
                                     NUMBER         UNIT OBJECTIVE              HIGHEST     RANK
                                                                               VERB MATH   HIGHEST
MANOA    THADDEUS CORNWALL           000000000   M  ARTS + SCI      REDIRECTED 000  000    000     FARRINGTON HIGH  FRESHMAN
         JANE FUJIAMA                000000000   F  BUS AD          ACCEPTED   000  000    000     KAIMUKI HIGH     FRESHMAN
         THOMAS OKANA                000000000   M  TIM             PENDING    000  000    000     KALANI HIGH      FRESHMAN
         HAROLD HAYICHI              000000000   M  NEW C           ENTERING   000  000    000     LEILEHUA HIGH    JUNIOR2
         GAIL SCOTT                  000000000   F  TECH NURS       ENTERING   000  000    000     HILO HIGH        SOPHOMORE1
         ROBERT WINTER               000000000   FM NEW C           ENTERING   000  000    000     KANSAS           FRESHMAN


                                                          ACTION SUMMARY
                                                          MANOA
                                                          ACTION        STUDENTS

                                                          ACCEPTED      0000
                                                          REDIRECTED    0000
                                                          ENTERING      0000
                                                          PENDING       0000
                                                          TOTAL APPS    0000
```

ONE LIST
FOR EACH
CAMPUS

MANOA
HILO
HAWAII CC
HONOLULU
KAPIOLANI
KAUAI CC
LEEWARD
MAUI

CLASS LEVEL
INCLUDES
FRESHMAN
SOPHOMORE 1,2
JUNIOR 1,2
SENIOR 1,2
UNCLAS
SPECIAL

1 = TRANSFER
FROM
WITHIN
SYSTEM

2 = TRANSFER
FROM
OUTSIDE
SYSTEM

FILMED FROM BEST AVAILABLE COPY

74-13
VI

144/10/6 PRINT CHART PROG. ID. ______ PAGE ______
PROGRAM TITLE ______ DATE ______
PROGRAMMER OR DOCUMENTALIST ______
CHART TITLE SEELINE2; TO BE ISSUED ONCE PER TERM, FEBRUARY AND SEPTEMBER, OR AS OFTEN AS REQUESTED.

IBM

CARRIAGE CONTROL

```
TODAY'S DATE:00/00/00  REPORT NO 0000
                          ALPHABETIC HIGH SCHOOL ACTION LIST OF APPLICANTS

HIGH SCHOOL               STUDENT NAME         SOCIAL SEC SEX CAMPUS    AND PROGRAM   ACTION,   SAT SCORES CONV HS  CLASS LEVEL
                                               NUMBER                   OBJECTIVE     LAST       HIGHEST    RANK
HILO HIGH                                                                                       VERB MATH  HIGHEST
                          XXXXXX XXXXXXXXXX    000000000   F  HILO      LIB ARTS      ACCEPTED  000  000   000      FRESHMAN
                          XXX XXXXX            000000000   M  MANOA     TIM           PENDING   000  000   000      JUNIOR1

                                               ACTION SUMMARY
                                               HILO HIGH
                                               ACTION      STUDENTS

                                               ACCEPTED    0000
                                               REDIRECTED  0000
                                               ENTERING    0000
                                               PENDING     0000
                                               TOTAL       0000
```

ONE LIST FOR EACH HAWAII HIGH SCHOOL WITH APPLICANTS TO THE STATE SYSTEM PLUS ONE LIST OF ALL OUT-OF-STATE, MAINLAND AND FOREIGN, HIGH SCHOOLS; THE LATTER SHOULD BE DIVIDED TO SHOW ALL MAINLAND H.S SCHOOLS TOGETHER IN ALPHABETICAL ORDER, ETC.

CLASS LEVEL INCLUDES:
FRESHMAN 1,2
SOPHOMORE 1,2
JUNIOR 1,2
SENIOR 1,2
UNCLAS
SPECIAL

1=TRANSFER FROM WITHIN SYSTEM
2=TRANSFER FROM OUTSIDE OF SYSTEM

CHART TITLE: SEE LINE 2; TO BE ISSUED WEEKLY OR MORE FREQUENTLY IF REQUESTED

```
TODAY'S DATE:00/00/00  REPORT NO 0000
                         COMMUNITY COLLEGE ADMISSIONS ACTIVITY TO DATE BY CAMPUS UNIT, MAJOR, AND CLASS LEVEL

COMMUNITY*TOTAL SPACES AVAIL *APPLICANTS          *ACCEPTED           *REDIRECTED          *ENTERING            *NO FINAL ACTION
COLLEGES *CERT TRAN SPEC UNCL*CERT TRAN SPEC UNCL*CERT TRAN SPEC UNCL*CERT TRAN SPEC UNCL*CERT TRAN SPEC UNCL*CERT TRAN SPEC UNCL

MAJORS ALL
COLLEGES *

ACC
AGR
TAG
AD+C
APART
AUDIT
ABR+P
AMT
AVMAT
CB

HAWAII CC*
ACC
AGR
AUDIT

HONOLULU *
APART
ADT
AUDIT
ABR+P

KAPIOLANI*
ACC
AUDIT

KAUAI CC *
ACC
ADT

LEEWARD  *
ACC
AMT

MAUI CC  *
ACC
AD+C
```

COMPLETE
THE LISTS
OF MAJORS
BY REFERRING
TO THE
CURRICULUM-
CAMPUS
CODE
CHART,
PAGE 55ff.

144/10/6 PRINT CHART PROG. ID. ______ PAGE ______

(SPACING: 144 POSITION SPAN, AT 10 CHARACTERS PER INCH, 6 LINES PER VERTICAL INCH) DATE ______

← Fold back at dotted line

← Fold in at dotted line

IBM

NOTE: Dimensions on this sheet vary with humidity. Exact measurements should be calculated or scaled with a ruler rather than with the lines on this chart.

PROGRAM TITLE ______

PROGRAMMER OR DOCUMENTALIST: ______

CHART TITLE SEE LINE #2; TO BE ISSUED TWICE PER TERM, PERHAPS IN DECEMBER, MARCH, JUNE, AND SEPTEMBER, OR MORE FREQUENTLY, IF REQUESTED

CARRIAGE CONTROL

	Line						
	1	TODAY'S DATE:00/00/00 REPORT NO 0000					
ONE REPORT	2	GEOGRAPHIC SUMMARY OF ~~ADMISSIONS~~ ACTION GROUPS BY COUNTY IN HAWAII, OTHER US STATES, AND FOREIGN COUNTRIES					
FOR EACH	3	→ HAWAII. CC					
CAMPUS AND	4						
ONE FOR	5	STATE OF	APPLICANTS	ACCEPTED	REDIRECTED	ENTERING	NO FINAL ACTION
THE ENTIRE	6	HAWAII	0000	0000	0000	0000	0000
SYSTEM	7	COUNTY OF					
	8		0000				
LIST ONLY	9						
THOSE COUNTIES	10						
STATES, AND	11						
COUNTRIES	12						
FROM WHICH	13						
THERE ARE	14						
APPLICANTS	15						
	16	OTHER US					
TOTAL →	17	STATES	0000				
↗	18	ALABAMA	0000				
BY STATE →	19	ARIZONA	0000				
	20						
	21						
	22						
	23						
	24						
	25						
	26						
	27						
	28						
	29						
	30						
	31	FOREIGN					
TOTAL →	32	COUNTRIES	0000				
↗	33		0000				
BY COUNTRY →	34		0000				
	35						
	36						
	37						
	38						
	39						
	40						
	41						
	42						
	43						
	44						
	45						
	46						
	47						
	48						
	49						
	50						

CHART TITLE: SEE LINE 2; TO BE ISSUED ONCE A MONTH, OR MORE FREQUENTLY IF REQUESTED

```
HIGH SCHOOLS TODAY'S DATE:00/00/00  REPORT NO 0000
IN ALPHA                              HIGH SCHOOL SUMMARY FOR EACH CAMPUS UNIT
ORDER BY
STATE AND    CAMPUS UNIT
COUNTRY;     MANOA
STUDENTS     ARTS + SCI
IN ALPHA
ORDER BY     HIGH SCHOOL                 HS     STUDENT NAME               RES  HIGHEST       NO   LAST ADMISSION BY WHICH CAMPUS/ CLASS
H.S.; ALL    ADDRESS                     TYPE   ADDRESS                    CODE  SAT     CONV DAYS ACTIONS        CAMPUS/  PROGRAM LEVEL
UNDER                                                                           V   M    HSR  APP                 PROGRAM  IF
CAMPUS                                                                                        HERE                         ENROLLED
UNITS IN     XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 000 000 000 00   XXXXXXXXXXXXXX XXX/     XXX/    XXXXXXXX
ALPHA        X------------------------X        X------------------------X                                    XXXXX    XXXXX
ORDER        X------------------------X        X------------------------X                     X------------X XXX/
                                                                                                             XXXXX
H.S.TYPE:
PUBLIC                                         X------------------------X XXXX 000 000 000 00   X------------X XXX/     XXX/    XXXXXXXX
PAROCH                                         X------------------------X                                    XXXXX    XXXXX
INDEP.                                         X------------------------X

RES CODE:
RESI
NON 2
NON 3
NON 4
NON 5
NON 6

CLASS LEVEL
INCLUDES:
FRESHMAN
SOPH 1,2
JUNIOR 1,2
SENIOR 1,2
UNCLAS
SPECIAL

1= TRANSFER
  FROM WITHIN
   SYSTEM

2= TRANSFER
   FROM OUTSIDE
   SYSTEM
```

144 10'6 PRINT CHART PROG ID ____________ PAGE ______

DATE ______

IBM

PROGRAM TITLE ____________

PROGRAMMER OR DOCUMENTALIST: ____________

CHART TITLE SEE LINE 2; TO BE ISSUED ONCE PER TERM, FEBRUARY AND SEPTEMBER, OR MORE FREQUENTLY IF REQUESTED

CARRIAGE CONTROL

START WITH HILO → line 6

SAME FORMAT FOR ALL MANOA AND HILO UNITS → line 9

SEPARATE REPORT FOR COMMUNITY COLLEGES

```
 1 TODAY'S DATE:00/00/00  REPORT NO 0000
 2                               LENGTH OF ADMISSIONS REVIEW
 3
 4 CAMPUS     *NUMBER OF APPLICANTS UNDER REVIEW IN EACH INTERVAL, WITH CLASS LEVEL
 5 UNITS       TOTAL       0-14 DAYS   15-28 DAYS  29-42 DAYS  43-56 DAYS  57+MORE DAYS
 6             FRESH TRAN  FRESH TRAN  FRESH TRAN  FRESH TRAN  FRESH TRAN  FRESH TRAN
 7 MANOA
 8 ARTS + SCI 00000 0000   0000  0000  0000  0000  0000  0000  0000  0000  0000  0000
 9
10
11
12
13
14
15
16
17
18
19 COMMUNITY *NUMBER OF APPLICANTS UNDER REVIEW IN EACH INTERVAL, WITH PROGRAM TYPE
20 COLLEGES    TOTAL      *0-14 DAYS*15-28 DAYS*29-42 DAYS*43-56 DAYS*57+MORE DAYS
21            ~~CERT TRAN SEE **~~
22             CERT  TRAN *CERT TRAN*CERT TRAN *CERT  TRAN*CERT  TRAN*CERT  TRAN
23 TOTAL       00000 00000 0000 0000 0000 0000  0000  0000 0000  0000 0000  0000
24
25 HAWAII CC
26
27 HONOLULU
28
29 KAPIOLANI
30
31 KAUAI CC
32
33 LEEWARD CC
34
35 MAUI CC
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
```

CHART TITLE: SEE LINE 2; TO BE ISSUED ONCE PER TERM, PERHAPS FEBRUARY AND SEPTEMBER, OR MORE FREQUENTLY
IF REQUESTED

GLUE

TODAY'S DATE: 00/00/00 REPORT NO 0000
MOST COMMON PREFERENCE GROUPINGS OF APPLICANTS
TOTALS INDICATE THE NUMBER OF STUDENTS WHO HAD THE CAMPUS UNIT AT LEFT AS FIRST CHOICE AND UNITS AT RIGHT AS SECOND CHOICE

		HAWAII		HONOLULU		KAPIOLANI		KAUAI		LEEWARD		MAUI		HILO			MANOA									
LIB=LIBERAL		LIB	VOC	LIB	VOC	LIB	VOC	LIB	VOC	LIB	VOC	LIB	VOC	LIB	PRE	PROF	A+S	NEW	BUS	TIM	EDUC	ENGR	ALLIED HEALTH	TRAG	HRD	CECS
ARTS OR GENERAL EDUCATION	HAW*																									
	LIB	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000
VOC=CAREER	VOC																									
+VOCATIONAL	HON*																									
PROGRAMS	LIB																									
	VOC																									
IN THIS	KAP*																									
CHART,	LIB																									
ALLIED	VOC																									
HEALTH	KAU*																									
INCLUDES	LIB																									
MED. TECH,	VOC																									
DENTAL	LEE*																									
HYGIENE,	LIB																									
TECH NURS,	VOC																									
PROF NURS,	MAU*																									
+ SP+A.	LIB																									
	VOC																									
	HIL*																									
	LIB																									
	PRE																									
	PROF																									
	MAN*																									
	A+S																									
	NEW																									
	BUS																									
	TIM																									
	EDUC																									
	ENGR																									
ALLIED HEALTH	ALHE																									
	TRAG																									
	HRD																									
	CECS																									

144/10/6 PRINT CHART PROG. ID. ______ PAGE ______
(SPACING: 144 POSITION SPAN, AT 10 CHARACTERS PER INCH, 6 LINES PER VERTICAL INCH) DATE ______
PROGRAM TITLE ______
PROGRAMMER OR DOCUMENTALIST: ______
CHART TITLE SEE LINE #2; TO BE PRODUCED ONCE PER TERM, PERHAPS FEBRUARY AND SEPTEMBER, OR MORE FREQUENTLY IF REQUESTED

IBM

CARRIAGE CONTROL

```
 1 TODAY'S DATE:00/00/00 REPORT NO 0000
 2                              THE NUMBER OF STUDENTS APPLYING AND ENROLLING IN CAMPUS UNITS AS FIRST CHOICE, SECOND CHOICE, THIRD CHOICE, FOURTH CHOICE
 3
 4            TOTAL NEW         NUMBER OF STUDENTS APPLYING/ENROLLING AS                                     NO OF STUDENTS  NO OF NEW
 5            SPACES AVAIL      FIRST CHOICE   SECOND CHOICE  THIRD CHOICE   FOURTH CHOICE   NOT PLACED-NO   STUDENTS WHO
 6 TOTAL                        APPLY ENROLL   APPLY ENROLL   APPLY ENROLL   APPLY ENROLL    FINAL ACTION    PLAN TO ENROLL
 7 SYSTEM     00000             00000/00000    00000/00000    00000/00000    00000/00000      00000          00000
 8
 9 TOTAL CC
10 SYSTEM     00000             00000/00000    00000/00000    00000/00000    00000/00000      00000          00000
11 CERTIFICAT 00000             00000/00000    00000/00000    00000/00000    00000/00000      00000          00000
12 TRANSFER   00000             00000/00000    00000/00000    00000/00000    00000/00000      00000          00000
13 SPECIAL    00000             00000/00000    00000/00000    00000/00000    00000/00000      00000          00000
14 UNCLAS     00000             00000/00000    00000/00000    00000/00000    00000/00000      00000          00000
15
16 HAWAII CC  0000              0000 /0000     0000 /0000     0000 / 0000    0000 /0000       0000           0000
17 CERTIFICAT 0000
18 TRANSFER   0000
19 SPECIAL    0000
20 UNCLAS     0000
21
22 HONOLULU   0000
23
24
25 HILO       0000              0000 /0000     0000 /0000     0000 /0000     0000 /0000       0000           0000
26 LIB ARTS
27 PRE BUS
28 PRE TIM
29 PRE ENGR
30 PRE NURS
31 PRE TROPAG
32 PRE HOMEEC
33 PROF STUDY
34
35 MANOA      0000              0000 /0000     0000 /0000     0000 /0000     0000 /0000       0000           0000
36 ARTS + SCI
37 NEW C
38 BUS AD
39 TIM
40 EDHC
41 ENGR
42 MEDTECH
43 SP+A
44 PROF NURS
45 TECH NURS
46 DENTAL HYG
47 TROP AG
48 HRD
49 CECS
50
```

USE THIS SAME FORMAT FOR EACH COMMUNITY COLLEGE. LIST IN ALPHABETICAL ORDER:
HONOLULU
KAPIOLANI
KAUAI
LEEWARD
MAUI

"NO FINAL ACTION" INCLUDES APPLICATIONS WHICH ARE INCOMPLETE, ACCEPTED BUT HAVEN'T RESPONDED, WITHOUT AN ADMISSIONS DECISION.

VI 80-19

CHART TITLE: SEE LINE 2; TO BE ISSUED BI-WEEKLY OR AS OFTEN AS REQUIRED. USE THE SAME FORMATS FOR REPORTS ABOUT ACCEPTED, REDIRECTED, AND ENTERING GROUPS.

THIS FORMAT SHOULD BE USED FOR BOTH HILO AND MANDA UNITS.

TODAY'S DATE: 00/00/00 REPORT NO 0000

PROFILE OF APPLICANTS BY CAMPUS UNIT, ADMISSION STATUS, AND DEGREE PROGRAMS: FOUR-YEAR COLLEGE FRESHMEN

USE SAME FORMAT FOR EACH HILO UNITS
PRE TIM
PRE ENGR
PRE NURS
PRE TROP AG
PRE HOMEEC
PROF STUDY

CAMPUS UNIT	APPLICANTS				ACCEPTED				REDIRECTED				ENTERING			
	MEN		WOMEN		MEN		WOMEN		MEN		WOMEN		MEN		WOMEN	
	NO	MEDIAN SATV/ SATM/ CONVHSR	NO	MEDIAN SATV/ SATM/ CONVHSR	NO	MEDIAN SATV/ SATM/ CONVHSR	NO	MEDIAN SATV/ SATM/ CONVHSR	NO	MEDIAN SATV/ SATM/ CONVHSR	NO	MEDIAN SATV/ SATM/ CONVHSR	NO	MEDIAN SATV/ SATM/ CONVHSR	NO	MEDIAN SATV/ SATM/ CONVHSR
HILO	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000
LIB ARTS	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000
PRE BUS	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000	0000	000/ 000/ 000

MATRIX OF SAT SCORES AND CONVERTED CLASS RANK OF APPLICANT GROUPS, BY CAMPUS UNIT: FOUR YEAR COLLEGE FRESHMEN

A SIMILAR REPORT COULD HAVE RESIDENCE AS THE PRIMARY VARIABLE

CONV HSR RANGES	SATV SCORE RANGES											SATM SCORE RANGES									
	75-80	70-74	65-69	60-64	55-59	50-54	45-49	40-44	35-39	<34	*	75-80	70-74	65-69	60-64	55-59	50-54	45-49	40-44	<34	
75-80	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	*	00000	00000	00000	00000	00000	00000	00000	00000	00000	
70-74											*										
65-69											*										
60-64											*										
55-59											*										
50-54											*										
45-49											*										
40-44											*										
35-39											*										
<34											*										

REPEAT ENTIRE REPORT FOR MANDA UNITS.

Appendix VII

The Brochure "Public Higher Education in Hawaii: How to Enroll:

During the first of my four weeks in Hawaii, Doug Price volunteered to write the brochure which I proposed to accompany the application for admission. Attached are several notes which include suggestions about the brochure and a draft of a section of the brochure which is to be devoted to the application form itself.

September 21, 1971

MEMORANDUM

TO: Doug Price

FROM: Robert A. Scott

Here are some suggestions for the brochure.

Brochure to accompany applications

Something like "Public Higher Education in Hawaii: How to Enroll" (Not apply, but enroll. I don't think that promises any more than has been already promised.)

  - to be written by Doug Price

- To provide information for all applicants to the system.
- Current brochure plus descriptions of ambience, etc.
- Directions for how to complete application.
  - a step-by-step discussion
- Information about and for
  - who will use application
  - what will be used by those who don't use application
    - who needs to submit supplementary information
      - e.g., Fine Arts students, etc. - forms or reminders to come with acknowledgement of application
- Health requirements
- Financial aid
  - Veteran's benefit
  - Special note for foreign students
  - Community college program

- Addresses, telephone numbers and complete discussions of units in the system.

- Application deadlines

- Costs

- Opportunities for and types of housing available

- Charts and codes of programs and campus units - student to find by programs, not by campus.

  - See SUNY and CUNY formats

- To include junior level programs such as education: elementary, secondary, remedial, major field; medicine, speech pathology and audiology, med tech, nursing.

- And all other undergraduate programs

- Plus campus codes to be subsumed (see current application forms)

  - Manoa (day)

  - CCE (eve)

  - CC's

- Residency regulations

- Information for Summer School applicants (see current application form for data)

- Information for unclassified graduate students (see current application form for data)

- Test dates and requirements

  - Special note for foreign students' language test

- Information for rejoins and transfers within the system

- Minimum and expected admissions requirements

- etc. I will add to this as I think of other topics. The brochures from Hawaii, SUNY, CUNY, and Cornell should help, too. (These are enclosed.)

- Some ideas may be gleamed from the new CEEB Handbook of Profiles

cc: S. M. Brown, Jr.

Other notes sent 9-22-71 and 9-23-71.

October 1, 1971

MEMORANDUM

To: Doug Price

FROM: Bob Scott

Re: Additional suggestions for the brochure, "Public Higher Education in Hawaii: How to Enroll"

I am writing a rough draft of the section of the brochure that is to accompany applications. Of necessity, my section will refer to several of the ones you are writing.

Suggestions:

- The brochure must include names, addresses, telephone numbers, and College Board code numbers of all campus units so that students will know where to send supplementary admissions information, including test scores, etc.
- Appropriate campus unit programs should define what they mean by "accelerated sessions."
- You need a section on "requirements for admission" - who must submit what in the way of transcripts, test scores, etc.
- Speak to someone about a section to discuss the program and application procedures for "disadvantaged students."
- See Sylvia (Admissions--MC 9) about a section of instructions for foreign students. Actually, it might save on postage to provide a briefer brochure for long-distance mailing. At any rate, foreign students need to know test requirements:
- TOEFL from all unless they are in Hawaii and can take ELI exam.
- All who go to foreign accredited secondary schools must take both SATS and TOEFL.

- See the attached from Sylvia
- Information contained on "Catalog Order Form (9/71)" attached and
- "Current Information" --attached.

attach.

cc: S. M. Brown, Jr.

PUBLIC HIGHER EDUCATION IN HAWAII: HOW TO ENROLL

The Steps in Admission

Students may apply to units of the State of Hawaii University System at any time after the completion of their junior year in secondary school. However, students may enroll in less than a full program during their earlier school years. Applicants for freshman, transfer (including returning students who have taken at least one course elsewhere since they were last registered at a University of Hawaii unit), and Unclassified or Special student, i.e., non-degree, status, should use the application form which may be obtained from any secondary school guidance office or unit of the State of Hawaii University System.

Required materials for admissions consideration include the application form, the residence form, and the high school transcript form. Some programs will require additional information. To determine whether the program in which you are interested will require more than the basic information, look at its description in another section of this brochure.

Applicants for freshman standing and those who have completed fewer than 24 credits at accredited American colleges and universities should have their high school principal or guidance counselor submit the high school forms. The four-year campuses will use this information, in addition to the verbal and mathematical sections of the College Entrance Examination Board's Scholastic Aptitude Test which they require, for admissions selection and placement purposes. The open door community colleges will use this information primarily for placement purposes. All applicants who have earned credits at accredited American post-secondary institutions are required to have transcripts of that work submitted to the campus of their first choice.

Applicants who have been out of high school for (seven) or more years and those whose secondary schools are in other states or countries should submit their applications to the University unit of their choice and then request that their former schools, secondary and collegiate, submit transcripts. Candidates who live in the State of Hawaii should find it convenient to complete the application form and submit it to their high school guidance office, which will complete the H.S. section and send the entire packet to the campus indicated by the student.

Foreign students should refer to page 00 for specific instructions about their completion of the application.

Special and Unclassified students should answer the questions on the application in the same way that a freshman or transfer applicant would. Unclassified students should understand that they may be admitted for only one semester at a time. These categories are reserved for students who wish to prepare for a graduate or professional field different from their undergraduate field (for example, an English major who wishes to prepare for medical school); for those students who wish to spend a term, or upon reapplication a second semester, studying as an exchange student at one of the units of the University; and for students from other universities who wish to complete the degree of their home university during a year of study here. Applicants for this status should submit a list of the courses they plan to take and transcripts of their previous college work.

The units in the State of Hawaii University System employ "rolling" admissions. We try to inform candidates of their status within (one month, six weeks, two months) of the date their application is complete (that is, after all necessary credentials have been submitted.) Rolling admissions means that some programs will be closed to applicants earlier than others. Also, we ask students to express four programs and campus choices in preferential order. Under our system, it is possible for a student to be admitted to his third choice in December while someone who has the same program as his first choice will not be admitted in April. It is to the student's advantage to apply early.

Students who wish to start in the summer should apply for the Fall session.

A nonrefundable, nontransferrable application fee of $10.00 (money order or certified check) must accompany this application when the applicant is not a legal resident of the State of Hawaii. On page 00 you will find a discussion of the residency regulation. Your cancelled check or money order stub is your receipt. Please do not send cash or a personal check. Community College applicants, military personnel and their dependents are not required to pay this fee.

After your applications has been received, it will be acknowledged and, if supplementary information is required, it will be requested at this time. The discussion of each program lists the special admission requirements. As soon as the campus has all the information required, it will decide: (1) to admit you, in which case it will tell you and request that you accept or reject the offer; (2) to redirect your application to the campus of your second choice and tell you the status of your application; or (3) to put you in a "pending" category, in which case it would tell you your options. We intend to minimize the use of this last category.

How to complete the application - REFER TO THE FORM AS YOU READ THE FOLLOWING

Before you complete the application you should have a good idea about the program(s) in which you are interested. The application is a basic data collection form that will be used to initiate your college records. We want to reduce the number of forms that students must complete and, at the same time, establish an adequate information base so that we may know the number and status of applications in the system. Please complete the forms legibly and with a ball point pen.

Refer to page [illegible] of the application:

Check the session for which you are applying and write in the year. For example, if you are applying for the fall semester 1971, check "Fall" and place a 1 after the 7. Then answer the questions about attending day or evening. If you are applying for one of the four accelerated ten-week sessions, check which session and write in the month and the year.

Please answer whether or not you have attended credit courses at the University of Hawaii, where you attended them, whether or not you have applied before to a University of Hawaii campus, and indicate whether you were accepted or rejected. Also, note the campus to which you applied, and when.

Next, indicate whether or not you wish to enroll in a degree program. Every applicant who will be graduating from secondary school this year should apply for a degree program even if he has intentions of transferring to another institution. Every applicant who does not apply for a degree program will be considered an applicant for unclassified student status. For foreign students, this means that they will not be certified for visa purposes.

Item no. 1 in the body of the application asks for your United States social security number. This is a nine-digit number that you may receive at the Social Security Office nearest you. All U.S. applicants are required to have social security numbers; these become their student numbers. Foreign students should not fill in this box.

The next item asks for your title, Mr., Mrs., or Miss, and your last name, first name, middle name, and maiden name. Please print each name in its entirety under the appropriate heading.

Next, please check whether you are female or male. Please note your birthdate by indicating the month, the day, and the year each as two digit numbers. For example, April 16, 1953 = 04-16-53.

Your birthplace: Please indicate the state or the country in which you were born.

Citizenship: By checking the appropriate box, indicate whether you are a citizen of the United States or another country; if the latter, please name the country.

Indicate your visa status by checking the appropriate box; if you check either the second or the third box please specify the information asked for.

Marital status: Please check the appropriate box.

U.S. Selective Service Number: Please print your number in the boxes. The University will not be able to report your academic progress to your local draft board if this information is not provided.

Please indicate whether or not you are a U.S. military dependent.

Specify your U.S. Selective Service classification. If you are on active duty, state the name of your branch of service.

Please print your current or local address. This should be your Hawaii address if at all possible. Print the house number and the street name, the city or province, the state or country, the local zip number, and the telephone number at that address. Foreign students, zip codes are used for residence identification; if you do not have a U.S. zip code, please leave this space blank. Notification of the University's action on the application for admission will be sent to the applicant's local address. If you do not have an address in Hawaii, it will be mailed to your current address. (Upon registration, each student must supply a local Hawaii State address to which all further correspondence will be mailed.)

Please print your permanent address: house number, street name, city or province, state or country, permanent zip code, and permanent phone number. Foreign students, if you do not have a U.S. zip code, please leave this space blank.

Check the title appropriate and print the name of your parent, guardian or spouse. Indicate the relationship of the person whose name you have just listed.

Please print the address of your parent, guardian or spouse by indicating the house number, street name, city or province, state or country, zip code, and the phone number. Foreign students, please leave zip code space blank if you do not have one.

Number 00: Foreign students should list the primary schools they have attended. Transcripts are not required from these institutions.

Secondary schools or middle schools attended: This should be completed by both U.S. and foreign applicants. Transcripts are required from these schools except for U.S. applicants who have been out of high school for seven or more years.

Please indicate the year you did or expect to graduate from secondary school.

By circling one choice, indicate the category of your last or current school.

Items 00 - 00, institutions of higher education attended, are self-explanatory.

Item number 00: In order of your preference, please indicate the abbreviated names of four curriculum choices and their campus units. Choose from the tables beginning on page 00. (See Appendix IV.) In deciding, you should place your greatest emphasis on your curriculum choice. Keep a record of your four choices on the back cover of this booklet.

Filing more than one application in order to express several groups or orders of preference will only delay the processing of your application and may, in fact, interfere with your receiving the curriculum of your choice. We will do all that we possibly can to match your choices and preferences with the spaces available. Please note that liberal, general and pre-professional studies may be started at any campus.

Your current educational objective: Please check one box to indicate the category of the program for which you are applying.

Number 00: Please answer the question as stated.

Number 00: Please indicate the subject or subjects in which you think you will major or concentrate.

This completes the first section of the application form. After you have read the final paragraph, please put in the date and sign your signature. Note that the application will be returned to you if it cannot be processed because it is incomplete, incorrect, or if there are any illegible entries. If you wish to change your choices, please send a letter to your current first choice. Do not file a separate application.

The next section pertains to the residence information form which should be completed by all applicants. The questions are straightforward and should require little interpretation for answering. Refer to the following section of this booklet for assistance. Tear out and submit the "Official Certification of Residency" form if it applies to you.

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92
VII-11

RESIDENCE REGULATIONS

Students who do not qualify as bona fide residents of the State of Hawaii according to the University regulations in effect at the time they register, must pay nonresident fees. Information on fees is contained in the General Catalogue.

An official determination of your residence status will be made at a time before you register. Once you are classified as a nonresident, you will continue to be so classified throughout your term at the University of Hawaii until you can present satisfactory evidence to the Director of Admissions that proves otherwise. Some of the more pertinent Residence Regulations are given below. If you wish further information or interpretation contact the Director of Admissions.

Statutory Exemptions: (If you qualify under one of these exemptions, please check the appropriate box on page 9 and submit the necessary evidence to verify your claim.)

1. Persons who are residents of a state or foreign country which permits Hawaii residents to pay the same tuition fees at its public institutions of higher learning as are paid by its own residents.
2. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawaii on active duty.
3. Persons domiciled in a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning.

4. Faculty and staff members of the University of Hawaii and their spouses and legal dependents.

"Residence" - In General:

The term, "residence," used in these rules and regulations is synonymous with the common-law term, "domicile." "Residence" or "resident status" is a combination of physical presence in a place and the intent to make such place one's permanent home.

The basic rule is that adult and minor students are resident students if the adult students, or in the case of minor students, their parents or guardians, have been bona fide residents of this State at least twelve consecutive months next preceding the first day of instruction at the University.

- Residence in Hawaii and residence in another place cannot be held simultaneously.

- Presence in Hawaii primarily to attend an institution of higher learning does not create resident status.

- The residence of unmarried students who are minors follows that of the parents or of the legal guardians. Marriage emancipates a minor.

- The residence of a wife follows that of her husband; however, a female resident may continue to register as a resident of Hawaii, although subsequently marrying a nonresident.

- Resident status, once acquired, will be lost by future voluntary actions of the resident inconsistent with such status. However, Hawaii residence will not be lost solely because of absence from the state while employed in the service of the United States, while engaged in navigation, or while a student at any institution of learning.

Misrepresentation:

A student or prospective student who intentionally or willfully misrepresents any fact upon any form or document intended for use in determination of resident status for tuition purposes will be subject to the regular disciplinary measures of the University of Hawaii.

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93 VII-12

Residents of the following countries, commonwealths, territories, or nations are normally exempt from the nonresident tuition differential:

Country, Commonwealth, Territory, or Nation

Australia
Austria
Belgium
Bolivia
Cameroon
Canada
China, Republic of
Colombia
Comores Islands
Costa Rica
Czechoslovakia
Denmark
Ecuador
Ellice Islands
Fiji
Finland
France
Gambia
Germany
Gilbert Islands
Greece
Guatemala
Hong Kong
Iceland
India
Indonesia
Iran
Iraq
Israel
Italy
Japan
Kenya, Africa
Korea
Krakow
Kuwait
Laos
Liberia
Libyan Arab Republic
Liechtenstein, Principality of
Malawi
Malaysia
Maldives
Malta
Mauritius
Micronesia
Monaco
Morocco
Nepal
Netherlands
New Caledonia
New Hebrides Condominium
New Zealand
Nicaragua
Nigeria
Northern Ireland
Norway
Okinawa (Ryukyu Islands)
Pakistan
Panama, Republic of
Peru
Philippines
Portugal
Puerto Rico
Qatar
Rhodesia
Samoa (American)
Samoa (Western)
San Marino, Republic of
Sierra Leone
Singapore
Somali Democratic Republic
South Africa, Republic of
Spain
St. Helena
Sweden
Switzerland
Tahiti
Tanzania
Tarawa
Thailand
Tonga
Vietnam
Virgin Islands
Wallis Archipelago
West Indies

OFFICIAL CERTIFICATION OF RESIDENCY

The University of Hawaii in compliance with Act 278, State Laws of Hawaii, now charges a tuition differential for nonresidents of the State of Hawaii. The law, however, exempts students from countries with public institutions of higher learning that will accept and not charge a tuition differential to Hawaii students or countries with no public institution of higher learning.

Any student who qualifies for exemption from the nonresident tuition differential must submit the following statement certifying his citizenship and residency status. It must be completed by one of the following:

1) a government official authorized to determine the residency status of natives and foreign nationals,
2) a U.S. consular official,
3) a U.S. notary public to whom the student must show his passport and visa (if the student is presently in the U.S.), or
4) the University of Hawaii residency officer to whom the student must show his passport and visa (if the student is presently in Hawaii).

The certificate must also bear the official's signature and the official seal of the institution, consulate, or notary public.

(Remove carbon between pages 3 and 5 before completing this section)

This is to certify that ______________________ (Name of Student) is a citizen of ______________________ (Country)

and a resident of ______________________ (Country and District) according to the records that I have examined.

____
Signature

(Official Seal of Government, Consular Official or Notary Public)

____
Official Title or Position

____
Institution or Division.

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94
VII-13

CONFIDENTIAL FINANCIAL INFORMATION

(U.S. permanent residents need not complete this section)

The laws of the United States generally prohibit foreign students from working during their first year of study in the U.S. Furthermore, since the University of Hawaii has no financial aid available to first year nonresident students, the University can only admit those students from abroad who have established their ability to pay all of their expenses either personally or through a sponsor living in the U.S. The statement below must be completed by the student or sponsor.

1. The University has no funds for travel grants. Are you able to buy your round trip ticket to Honolulu and back to your home? Yes____No____Name of person or organization providing money for travel or travel grant: __________
2. Will you be bringing dependents? Yes____No.____. If your answer is yes, list name(s) and age(s): __________
3. The approximate cost of attending the University of Hawaii for one academic year (about September to June) is U.S. $2600 for students who qualify for exemption from the nonresident tuition differential and U.S. $3200 for others. NOTE: the estimated cost does not include the cost of travel, clothing, and the support of dependents.
   DO YOU GUARANTEE that you will have at least U.S. $2600 or U.S. $3200, whichever is applicable, to finance your first academic year? Yes____No____
   How many years do you plan to remain at the University? __________
   What will be the amount of U.S. dollars which you will have available for each academic year (including support of dependents, if any)? U.S. $__________
   Who will provide you with the necessary finances?
   Name__________Relationship__________
   Address__________
4. Do the regulations of your government permit this amount of money to be given to you in American dollars? Yes____No____
   I hereby certify that the above statements are complete and correct. I also guarantee that the student will have the necessary financial support.

__________ Signature
__________ Relationship to student
__________ Address
__________ Date

Person to be notified in case of EMERGENCY:

(a) In the United States __________ Name __________ Relationship
__________ Address

(b) In home country __________ Name __________ Relationship
__________ Address

If you are attending an institution at the present time, list work in progress, specific subjects with credit values or hours per week: __________

Knowledge of native and other languages and proficiency in each: (Rate yourself Good, Fair, or Poor; place an asterisk (*) in front of your native language)

Language	Reading	Writing	Speaking

Occupation or practical experience:

	Description of position	Name of employer	Dates
Present:			
Previous:			

If you have traveled or lived in any country other than your own, indicate purposes, places, and dates.

PLANS AFTER COMPLETING STUDY OR RESEARCH IN THE UNITED STATES:
Indicate below the career you plan to pursue after completing your study at the University of Hawaii. Include any employment awaiting you on your return to your country.

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In the appropriate spaces in the letter to "Secondary School Officials," you should put your full name, the name of your first choice curriculum and campus unit, and your signature. Your principal or guidance counselor will complete the secondary school record and mail it and, if attached, your application and your application fee, if required, to the campus of your first choice.

Foreign students must complete the confidential financial information form on page 00. They should tear out the form and mail it with their application to the campus of their first choice.

Financial aid applications. [This section is not developed.]

Supplementary information. Some campus units and programs require information in addition to the application, College Board Scholastic Aptitude Tests, high school transcripts, college transcripts, etc. You should refer to the program descriptions and see what additional information your particular choices require. Remember, one may require supplementary information that another does not. Please have all information sent to your first choice campus unless you have been informed that your application has been sent to another campus.

Summer Session Applicants. Individuals seeking enrollment for the summer session only are not required to submit this application. Applicants who fit any one of the following categories will only be required to complete the summer Self Certification Form during registration:

1. Graduate of an accredited college or university.
2. Student currently in good standing at an accredited college or university.
3. Student who was in good standing at the last accredited college or university attended.
4. Student who was placed on scholastic suspension or was dismissed after the spring semester of 19-- from the University of Hawaii.
5. Student on scholastic probation, but eligible for continued registration at an accredited college or university.
6. Student who has never attended college or university before, but who has been accepted for admission at an accredited college or university.
7. Student currently in good standing at a local community college and enrolled in the transfer curriculum.

Unclassified Graduate Students. Applicants who wish to become candidates for advanced degrees must apply to the Graduate Division on a different form. Applicants with bachelor's degrees who wish to earn a different bachelor's degree (not the same degree in a different major field) apply with this application, following the instructions for undergraduate applicants.

Applicants for non-degree status who already have bachelor's or advanced degrees from an accredited institution(s) may apply with this form. In addition, they must have the institution from which they earned their highest degree submit either a transcript or an official statement verifying the awarding of such degree to the applicant.

Unclassified students are subject to the following restrictions: they are the last group permitted to register in both Fall and Spring semesters, and may find classes they want already filled with undergraduate or graduate degree candidates; and some departments, because of spaces or other limitations, do not allow unclassified students in their graduate-level courses. Unclassified students later admitted to candidacy may receive credit for courses taken in the unclassified status, subject to limitations as described in the Graduate Division Bulletin.

A Note About Income

All too often, universities and systems of higher education fail to recognize that income can be realized from application fees. I do not believe that the cost of processing admissions applications should be borne exclusively by the university. A fee should be charged. In cases where the fee imposes a hardship, waivers may be granted.

At present, in the State of Hawaii University System, only non-resident applicants to Hilo and Manoa units pay the application fee of $10.00. This amounts to income of about $30,000. If all applicants to four-year units paid the $10.00 fee, income would be about $120,000 (approximately 17,000 applications to Manoa and Hilo minus the applications to community colleges, or, and this is my guess as statistics are not available, about 12,000 applications). If non-resident applicants to the community colleges paid the same fee as non-resident applicants to Manoa units and Hilo, application income would approach $51,000. If all applicants to the system (29,000 applications minus duplicate applications, or between 20,000 and 25,000 applications) paid a $5.00 fee, income would be between $100,000 and $125,000. This would pay for Stage I and relieve the budget in other areas, too.

Under the proposed system, the fee of $5.00 would permit between one and four curriculum and campus choices and provide more information for counseling. Mr. Wah Lee, Department of Education, thinks that students and parents would understand the reason for the fee and appreciate the new services offered.

An added advantage is that a uniform fee would eliminate the current correspondence with students who owe the fee but fail to submit it and with those who submit the fee when it is not required.

An argument against charging any fee has been offered by Dr. Leonard Tuthill. If a fee discourages even a few people from trying to learn new skills, with the result that more citizens join the welfare rolls, the State will have to spend far more than the amount that could be earned from fees.

An alternative to imposing a uniform application fee is to increase tuition to cover the costs of admissions processing. However, the result of this would be that enrolled students would pay for the evaluation of the credits of those who neither enrolled nor were admitted.

I propose that every applicant pay an application fee. Individual cases of hardship may be evaluated on their merits.

ESTIMATE OF COST, NEW ITEMS AND WHAT THEY REPLACE

Item	Replaces or Increases	Cost
Brochure - "Public Higher Education in Hawaii: How to Enroll"	This is to replace the current brochures distributed to community college, four-year and foreign student applicants.	The cost of the proposed brochur will not be know until Doug Price writes it and

Item	Replaces or Increases	Cost
	It will increase the amount and quality of recruiting information.	solicits bids for printing it. The current general brochure for four-year students cost $3874.00 for 50,000 copies The 1970 foreign student brochure cost $517.92 for 20,000 copies. The community college brochure cost, $1,410 for 10,000 copies. The new brochure will probably cost more than the other three combined because it will include more information and be better suited for recruiting and counseling.
Application form	This will replace the current general, community college, and foreign student applications	The cost should be less than the current costs.
Data Processing Update Card	A new item.	Pinfed or continuous-form data cards are more expensive but faster to prin than single cards. I estimate the cost of 150,000 cards (5 cards for each of 30,000 applicants) to be less than $1,500.00. The Selective Service Office paid $334.20 for 30,000 cards in April, 1971.
Systems Design and Programming	This will add to the SIS File and establish the data bank and reporting capabilities.	MSO is to determine this.
Computer Time		"
Labels and Pinfed Paper for computer-printed reports		"

Item	Replaces or Increases	Cost
Courier Service	This is needed to improve the communications between campuses and insure the timeliness of data in the bank.	Doug Price is to determine this.
Envelopes for Courier Service	A new item.	Doug Price is to determine this.
Keypunching	The amount will be increased because I propose that all applications should be key-punched, not just the applications of those who plan to register.	At present, Manoa and Hilo keypunch the applications of the 6,000-plus new students who plan to enroll. The community colleges keypunch all 12,000 applications. Four data processing cards (these are the initial data entry cards, not the update cards) are produced for each application, for a total of 72,000 cards keypunched at the rate of 150-165 cards per hour. Keypunchers earn about $3 per hour. Therefore, current costs are approximately $1,350 for keypunching and $82.40 for cards, at $2.29 per 2,000 Under the proposed system, all applications would be keypunched. For 1971, this would have cost $2,175 for keypunching 116,000 cards and $132.82 for the cards. Keypunching an average of three update cards per applicant will cost about $1,690 for the year.
New Positions	New or transferred positions will be required for APC. The increased keypunch work-load and the need for someone to supervise the statewide information system mean that a few new positions are needed.	MSO will determine the need for new keypunch positions. They will probably need 1 and 1/2 to 2 new keypunchers. I recommend that a 1/4 to 1/3-time administrator and a full-time secretary staff APC until it becomes a part of the Office of the Assistant Vice President for Student Services.
Consulting and Related Development Costs		Vice President Brown knows these.

Appendix IX

What Remains to be Done, by Whom, and When Needed

	ITEM	TO BE DONE	BY WHOM	WHEN NEEDED
1.	Brochure, "Public Higher Education in Hawaii: How to Enroll".	Write it, print it, proofread it, see to its distribution.	Doug Price	By December 1, 1971
2.	Application form.	"	Don Fukuda - he will need funds added to his budget	By December 1, 1971
3.	Cover letter for current application - to be used until new forms arrive.	Print it.	Don Fukuda	Immediately
4.	Systems Design and Programming.	Write and test them; needed to put the state-wide admissions system into operation.	Management Systems Office (MSO)	As soon as possible
5.	Review accepted proposal with campus representatives; review what they must do.	Visit each campus or bring them together.	?	By November 1, 1971
6.	Courier service between APC and campus units, high schools, system office, and news media. It should provide for pick-up and delivery twice a week.	Establish it.	Doug Price	As soon as possible
7.	Update cards.	Complete their design and order them.	MSO	As soon as possible
8.	Envelope for use by Courier Service.	Print them.	Doug Price	As soon as possible
9.	Estimates of costs.	Finish them. See Appendix VIII.	Appropriate people; See Appendix VIII	As soon as possible
10.	Application and brochure information.	Change drafts according to approved proposal. For example, if a $5.00 application fee is to be charged of all applicants, the application and brochure must be revised.	Doug Price or a person designated by Vice President Brown	As soon as possible
11.	Someone to watch over the system.	Appoint someone to see that questions are answered, procedures followed, etc.; "the fine tuning".	A person designated by Vice President Brown	As soon as possible

APPENDIX X

BIBLIOGRAPHY

This short bibliography is divided into five sections: (A) documents about the University of Hawaii and issues related to admissions; (B) documents and conversations concerning computer-assisted admissions systems; (C) admissions application forms; (D) brochures that accompany admissions applications; and (E) a few of the books, articles and other documents about admissions that I have found helpful.* After each item I have named a local holder if one exists. For example, I gave most of the systems development information to Raleigh Awaya, Director of the Management Systems Office.

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* R. Awaya has these items.

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and Dr. Gary Cooley, Director of Admissions Processing Center, State University of New York System Office, Albany, New York September 3, 1971;

Conversations between Robert A. Scott and Mr. Jack Hewitt, Director of Admissions, Tompkins-Cortland Community College, Groton, New York. August 26, 1971;
and Dr. David Kagan, Coordinator of Admissions Services, California State College System Office. September 7, 1971;
and Mr. Harold Schaefer, Director of Admissions, Cortland State College, Cortland, New York. August 25, 1971;
and Dr. T. Sherm Stanford, former Dean of Admissions, Pennsylvania State University, State College, Pennsylvania. September 9, 1971;

Correspondence between Robert A. Scott and Dr. Edmund C. Jacobson, College Entrance Examination Board about CEEB's O/S 360 Cooperative Admissions Information System. Letters, September 1971;
and Dr. David Kagan, Coordinator of Admissions Services, California State College System. Leter, September 10, 1971.

C. Applications:
Washington State Higher Institutions
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Guiding the College Bound Student. Prepared by Professional Education Committee, National Association of College Admissions Counselors.
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